MARKETING AND HOUSEWORK MANUAL

S. AGNES DONHAM

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AND
HOUSEWORK MANUAL

BY

S. AGNES DONHAM

INSTRUCTOR IN SIMMONS COLLEGE
AND GARLAND SCHOOL OF HOMEMAKING, BOSTON

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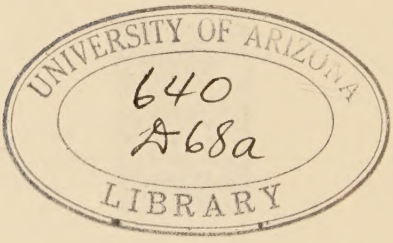

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TO MY FATHER AND MOTHER
WHOSE IDEALS WERE MY INSPIRATION

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PREFACE

THE subject matter of this book is the result of twenty years of study and experience in teaching household management. It was written because it seemed to meet a definite need in schools and offered to the young housewife readily available directions which, if followed, would save much time over the slow process of learning by experience.

The book is planned for the use of teachers of Household Management in High School and College classes. It provides an outline from which teachers may develop their subject and which students may follow in doing their practice work.

New conditions, new knowledge, new methods have made it desirable to revise and add to the material which was originally published in 1917.

The temptation to write more detailed explanations has been great. I believe the unique value of the book has been in its simplicity and brevity, and for this reason the new material is added in the same form. The elimination of all except almost catalogue detail makes it possible for the busy or inexperienced housewife to find time and inclination to consult it for assistance and direction. I have purposely kept to the short, exact statement that there need be no superfluous words to bewilder the inexperienced and irritate the hurried.

For much of the inspiration which made the book possible, I am indebted to Mrs. Margaret J. Stannard and my coworkers in the Garland School of Homemaking.

I gratefully acknowledge my obligation to Miss Louisa A. Nicholas, Miss S. Maria Elliott, Mrs. Maria W. Hilliard, Mr. Edward E. Thurston, Mr. George Hutchinson, Mrs. Harriet Taber Richardson, and a large number of others to whom I am indebted for instruction, suggestions, and criticism.

My thanks are due Miss Sybil L. Smith, Dr. Alice F. Blood, and Miss Lucy A. Studley for constructive assistance in the revision, and I heartily appreciate the many friendly suggestions of teachers who have used the book successfully.

January 1, 1930
BOSTON, MASSACHUSETTS

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PART I

MARKETING AND MENU MAKING

There are many kinds of fish which have been omitted because they are obtainable only in local markets or are not in general use. In selecting these, it is safe to follow the directions for choice and care given in the introduction to that chapter and to depend upon local recipes for use.

It seems undesirable to quote prices, as they vary so much from season to season and from year to year in different parts of the country that they would always be incorrect somewhere.

The points of choice and the care in the house need no explanation, but a word should be said in regard to the amount to purchase. Abnormal appetites and families with large capacities for any one food have not been considered. The aim has been to give average amounts which would satisfy the normal family. Experience will soon show whether the amount is right for individuals to purchase or to serve.

It is hoped that students and housekeepers may find an increased interest in the solution of marketing problems through study of these charts.

MARKETING
AND
HOUSEWORK MANUAL

CHAPTER I

MENU MAKING

The wise housekeeper plans her meals, making a business or a game of the work, according to her attitude toward the subject.

Meal planning takes time whenever it is done, but the success is far greater, with the use of less time, if they are planned ahead.

A meal which is planned with reference to other meals is more interesting, has better food value and more variety, at less expense, than one which is planned hurriedly, with reference only to settling the matter for one more meal.

The worst possible time to plan what to eat is just after eating, and the post-breakfast plan for dinner often shows the effect of a feeling that "anything will do."

Plans made hurriedly, too, are usually for more expensive food, as there is no time for the long, slow cooking which most of the less costly foods require.

The objection is frequently made that plans cannot be carried out because of unexpected guests.

If a guest comes after the meals for the day are ordered, the amount of rearrangement necessary is the same whether that order was given three hours or twenty-four hours before the time for service.

A plan a week old may be changed as easily as if it were new.

It takes less time to rearrange a definite plan than it does to make an entirely new one.

The use of left-overs is another bugbear of the housekeeper who thinks that she cannot plan her menus.

If the luncheons or suppers are arranged with possible left-overs in mind, it is not difficult to substitute an entrée made from supplies on hand, in case the "left-over" does not prove to be left.

Real inspiration seldom comes to the woman who waits until she sees her ice box or her empty cupboard before planning.

In writing the menus for the use of a maid, it is a great advantage to begin each sheet with the evening meal,[1] following with the breakfast and midday meal for the next day.

The maid then has before her the work for twenty-four hours, and if emergency prevents an early consultation in the morning, the cooking for the midday meal may still be started. It also reminds the housekeeper of processes which should begin early in preparation for especial dishes.

A few general directions will be of assistance, if carefully studied.

Consider nutritive value.

Choose food from each of the groups mentioned below for at least one meal each day.

Consider interest.

Do not serve a meal lacking in color, flavor, or variety.

Consider harmony.

Do not serve clashing colors or flavors.

[1] See menu sheet, Chapter II.

Consider texture and consistency.

For example, serve crisp crackers or toast with hearty foods which are soft.

Consider cost.

Do not serve foods requiring more money, time, strength, or fuel than you can afford.

TO CHOOSE FOODS

Food materials naturally divide into six groups. We make our menus by combinations of foods selected from these groups.

Cereals and breadstuffs furnish protein and energy, but less satisfactory amounts of minerals and vitamins.

These may be provided by the liberal use of fruits, vegetables, and milk.

Fats are used as a source of energy.

Some fats contain valuable vitamins.

Sugars and sweet foods furnish energy.

Fruits and vegetables are valuable for their mineral and vitamin content.

They supplement meat, fish, and cereals.

Meat, fish, and eggs are plentiful sources of protein and iron.

Meat and fish are deficient in other minerals and in vitamins, but rich in fat.

Eggs are rich in vitamins.

Milk furnishes energy, mineral salts, and vitamins.

A valuable source of protein.

Should be used freely to protect the diet from mineral and vitamin deficiency due to use of cereals and meat.

Plan menus to "furnish at least

1 quart a day for each child.

1 pint a day for each adult."

Either as a beverage or in cooked foods.

(1) At least as much should be spent for milk (includ-

ing cream and cheese if used) as for meats, poultry, and fish, and

(2) At least as much should be spent for fruits and vegetables as for meats, poultry, and fish." [1]

CHART PLAN FOR MENU MAKING

The following charts show how menus for a month may be worked out. It is expected that the housekeeper will substitute the favorite dishes of her special family for any included here which are not desirable for their individual needs.

Soups, salads, etc., are suggested but not planned for definitely, the intention being to make the meals more elaborate by the addition of the third course when this is desirable for especial reasons.

[1] "Chemistry of Food and Nutrition," Henry C. Sherman. 3d Edition, 1926, p. 559. Macmillan Company.

MENU CHART I

Meat — Fish — or Substitute	Starchy Vegetable	Succulent Vegetable	Dessert	Alternative Dessert
Chicken or fowl: roast, fricassee or steamed and fried	Rice	Squash	Fruit ice	Orange jelly
Lamb stew or Roast stuffed shoulder or Lamb fricassee	Potatoes in the stew or roasted with the shoulder	Parsnips or Cauliflower in season	Cut fruit: apples, dates and oranges	Cottage pudding and lemon sauce
Broiled fish	Boiled potatoes and parsley butter	Tomato scallop	Baked apple dumpling, with hard sauce	Baked apples
Lamb Chartreuse with tomato sauce or Shepherd's pie	Rice (with Chartreuse)	Cole slaw	Chocolate blancmange	Chocolate cornstarch pudding
Braised beef (aitchbone, bottom round, or face of rump) or N. E. boiled dinner	Potatoes cooked with meat	Carrots	Vanilla ice cream with maple sauce	Cut fruit
Fish (boiled or baked)	Buttered potatoes	Tomato jelly salad or Stuffed peppers	Cottage pudding with coffee sauce	Hot gingerbread and cream cheese
Baked beans and cold corned beef or Ham (baked in milk)	Spaghetti with ham (none if beans are served)	Dressed lettuce	Baked apples	Grapefruit

MENU CHART I (*Continued*)

Meat — Fish — or Substitute	Starchy Vegetable	Succulent Vegetable	Dessert	Alternative Dessert
Fowl (stew with dumplings or boiled with ½ hour roasting)	Boiled potatoes	Scalloped onions	Spanish cream	Prune whip (baked)
Roast beef	Roast potatoes and Yorkshire pudding	Spinach, creamed	Apple tapioca, with cream	Junket (chocolate)
Broiled fish	Savory rice	Lima beans (dried)	Orange pudding	Peach tapioca
Cold roast beef	French fried potatoes	Buttered cubes of turnip or Creamed turnip	Steamed fruit pudding, hard sauce	Apple pie
Lamb chops	Mashed potatoes	Brussels sprouts	Apricot ice, with nuts and whipped cream garnish	Old-fashioned rice pudding
Fish, clam, or corn chowder	Potatoes in chowder	Celery or Green peppers with lettuce and French dressing	Apple dowdy with cheese	Prune loaf
Baked beans or Hamburg steak	Macaroni (creamed with steak)	String beans (with steak) Dressed lettuce and chili sauce with beans	Orange jelly	Cut fruit (oranges and apples)

MENU CHART I (*Continued*)

Meat — Fish — or Substitute	Starchy Vegetable	Succulent Vegetable	Dessert	Alternative Dessert
Roast lamb	Roast potatoes	Squash	Mint ice (with thin chocolate sauce) or Lemon ice	Sliced pineapple
Fresh pork shoulder or Veal loaf (from knuckle of veal)	Turkish pilaff	Onions	Sliced oranges	Prune jelly
Cold roast lamb	Mashed turnip and potato	Fried parsnips	Steamed apple dumpling, liquid sauce	Baked or steamed apples
Beefsteak or Swiss steak	Duchess potatoes	Chopped celery salad	Pineapple salad with cream cheese	Boiled rice with raisins and cream
Liver or Stuffed heart (braised)	Boiled potatoes	Radishes	Caramel pudding	Washington pie (with apple sauce filling)
Finnan Haddie	Baked potatoes	Scalloped corn with pimento	Orange-filled cream pie	Canned peaches on sponge cake
Baked beans or Cannelon of beef	Rice with beef (none with beans)	Lettuce and water cress	Pear and nut salad, French dressing	Apples boiled in brown-sugar syrup
Duck or Roast chicken	Riced potatoes	Creamed cabbage Celery	Frozen applesauce, with nuts and whipped cream garnish	Lemon milk sherbet
Stuffed pork chops or Baltimore stew (in casserole)	Duchess potatoes	Peas	Poor man's pudding (rice)	Raspberry dumplings

MENU CHART I (*Continued*)

Meat — Fish — or Substitute	Starchy Vegetable	Succulent Vegetable	Dessert	Alternative Dessert
Boiled fish (with tomato sauce)	Boiled potatoes	Fried green peppers or Asparagus (in season)	Prune whip, soft custard (not baked)	Chocolate bread pudding
Shoulder chops in casserole or Nut loaf with sauce	Carrots Potatoes (in casserole)	Lettuce and French dressing	Apples, boiled, jellied, with cream	Water sponge cake and stewed prunes
Roast ham	Potatoes (scalloped)	Onions (stuffed)	Orange salad	Coffee jelly
Baked beans and cold ham	Potato croquettes with ham (none with beans)	Kale or Spinach	Apples and oranges (cut up with nuts)	Pineapple and cream cheese
Boiled fowl	Rice	String beans	Ice cream (brown bread, prune, or coffee)	Apple whip with soft custard
Ham loaf	Samp	Beets	Apple or apricot shortcake	Apple and celery salad
Roast lamb or Shoulder or Lamb boiled, caper sauce	Roast potatoes	Peas	Prune and pecan salad	Cream cheese, jelly and crackers
Fish	Mashed potato browned (with cheese)	Cucumber	Indian pudding	Tapioca cream
Beef pot pie or Beef stew	Baked potatoes	Peas and carrots	Bananas and lemon juice	Assorted fruit

Seasonal Meats or Fish which may be substituted while in Market

Broiled Chicken	Bluefish
Duck	Fresh Salmon
Spring Lamb	Mackerel
Turkey	Shad
Veal	Swordfish

MENU CHART II

RELISHES	GARNISHES
Lamb or Mutton	
Spiced fruit	Parsley
Currant jelly	Radishes
Mint jelly	If cold, cups of lettuce with pickles or chowchow
Baked bananas	
Caper sauce	
Mint sauce	
Lamb Chops	
Apple jelly	Parsley
Pepper sauce	French peas
	Toast points and parsley
Lamb or Mutton Fricassee	
Pickles	Shortcakes
Curry	Parsley
Capers	
Roast Beef	
Horse-radish (if cold)	Parsley
Mushrooms	If cold, lettuce cups with horse-radish
Fried bananas	
Yorkshire pudding	
Apple jelly	

Steak

Bearnaise sauce
Maitre d'hôtel butter
Mushroom sauce
Onions
Parsley sprigs
Parsley chopped
Mashed potato roses

Boiled Beef

Dumplings
Currant jelly
Carrots

Pot Roast or Braised Beef

Pickles
Pickled beets
Parsley

Chicken

Cranberry sauce
Cranberry jelly or ice
Celery or mushroom sauce
Oyster sauce
Giblet gravy
Celery
Parsley
Rice

Turkey

Cranberry jelly
Cranberry sauce
Cranberry ice
Celery
Sage stuffing
Chestnut stuffing
Oyster stuffing
Sausage stuffing
Celery
Parsley
If cold, the stuffing in slices with parsley or heart lettuce

Duck

Currant jelly
Fine green salad, as
Water cress
Chicory
Parsley

PORK

Apple sauce	Parsley
Cider apple jelly	Celery tips
Soubise sauce	If cold, water cress, radishes
Fried apples	
Currant or grape jelly	

FISH

Chowchow	Parsley (with lemon points)
Chutney	(with toast points)
Piccalilli	Chopped parsley
Lemon slices	Water cress
	Egg slices

SUGGESTIONS FOR THE USE OF SOUPS WITH THE CHARTS

After chicken or fowl there will be chicken soup stock; serve it the second day following.

Bones and flank of lamb can be used for stock; serve with cold meat.

If there is more stock, use for soup before finnan haddie.

Tomato bisque may be served before fish.

If there is celery or other vegetable stock, it should be used at luncheons.

Cream soups should be served at luncheon rather than for dinner.

SUGGESTED USE OF LEFT-OVERS

Vegetables:

In combinations for luncheon salads, as garnish or filling for omelettes, scalloped.

Meats:

Garnish or filling for omelettes, small cakes, or meat loaf, chopped on toast, shepherd's pie, scalloped, hash, small pieces added to soups, croquettes with rice or potato, moist hash with potato and gravy.

Fish:

Fresh fish balls, creamed in a potato border, croquettes, scalloped.

Soft-cooked eggs:

Hard cooked and used for sandwich fillings, garnish for spinach, salads, cream toast, and soups.

Cut fruit or canned fruit:

In jelly desserts or fruit salads.

Cold custard puddings:

Cut in squares, and served in cups with white of egg or whipped cream for garnish.

SUGGESTED BREAKFAST DISHES

Fried cereal
Scrambled eggs
  Dried beef garnish
  Bacon garnish
French toast, bacon
Chopped meat on toast
Codfish balls
Cream toast
  Egg garnish
  Dried beef garnish
Creamed codfish
  Dried beef
  Smoked halibut
Bacon
Sausages
Omelette
Ham and egg cakes
Fish or meat hash
Meat or potato cakes
Corn fritters
Griddle cakes
Waffles
Kippered herring
Broiled kidneys
  Fresh tomatoes
  Smoked halibut

SUGGESTED LUNCHEON DISHES

Vegetable salads
Spaghetti and cheese
Macaroni in gravy
Fish salad
  (Spanish dressing)
Scallops
  Salmon
  Cheese
  Oysters
  Royal

SUGGESTED LUNCHEON DISHES — Continued

Potato salad
  with eggs or sardines
Sausage, baked apples
Chowders
  Potato
  Corn
  Fish
Croquettes
Stuffed peppers
Eggs
  Baked
  Scrambled in tomato
  Creamed
  Poached, cream sauce
    Tomato sauce
    Hollandaise
  Omelette, cream sauce
    Tomato sauce
Tomato cream toast
Fish timbales
Cream codfish
Bean loaf, tomato sauce
Tripe in batter
Creamed mushrooms
Spanish hash
Liver and bacon
Meat roll
Shepherd's pie

SUGGESTED LUNCHEON DESSERTS

Indian pudding
Spanish cream
Stewed figs
Chocolate cream pie
Brambles
Steamed puddings
  Graham
  Chocolate
  Blueberry
  Peach
  Apple
Tapioca cream
  Chocolate
  Caramel
  Pineapple
Cornstarch mold
  With fruit
  Chocolate
Waffles with sirup
Griddle cakes
French toast
Floating island
Pies
  Prune
  Mince
  Berry
  Cocoanut
  Raisin
  Cream
Apples
  Baked
  Sauce
  Dumpling
Custards
  Baked
  Cup

SUGGESTED LUNCHEON DESSERTS — Continued

Custards — *Continued*
- Coconut
- Caramel
- Rice or tapioca

Orange soufflé
- Custard

Whips
- Apple
- Prune

SCHOOL LUNCHES

Preparation:

Teach the older children to assist in packing.

Surprise luncheon sometimes more tempting than one which is packed by the child.

Daintily packed.

Sufficient food.

Appetite of individual considered.

Wrap each kind of food separately in wax paper.

Desirable supplies:

Suitable box or case.
- If paper, changed often.
- If metal, washed and aired daily.
- Size dependent on appetite of child.
- Space for paper plate adds to attractiveness.

Heavy paper napkins — attractive coloring.

Paper salad cups with covers.

Paraffin drinking cups.

Wax paper, two weights.

Small glass jar for apple sauce, etc.

Small thermos bottle.

Small thermos food jar.

Small knife, fork, and spoon or paper spoons.

NOTES: Include three paper napkins: One for table cloth. One for napkin. One for emergencies.

Plan variety from day to day; not too many kinds at once.

Do not pack bananas inside the lunch box.

Desirable:

Milk as a beverage or in dessert.
Fruit as beverage or dessert.
Hot drink.
"Hearty" food hot in thermos jar.
"Hearty" sandwich when hot food is omitted.
Dessert in the box.
Avoid additions from near-by store:
Ice-cream cones. Pastries. Sweet breads. Cheap candies.

SCHOOL LUNCHEON CHART

Beverage (Small Thermos)	Sandwiches	School Luncheon Chart ("Hearty" Food)	Appetizers	Desserts
Hot		*Cold*		
Chicken broth	Rye bread	Vegetable salads	Olives	Fruit— fresh
Vegetable soup	Brown bread	Gelatine vegetable salads	Jam	Orange
Cream soup	Whole wheat bread	Stuffed eggs	Jelly	Apple
Cocoa	White bread	Cold meats	Peanut butter	Ripe banana
Cold	Raisin bread	*Hot*		Grapes
Milk	Fillings:	Creamed chicken		Fruit — cooked
Lemonade	Cream cheese	Creamed fish		Peaches
Grape juice	Lettuce	Creamed eggs		Pears
Orangeade	Bacon and eggs	Oyster stew		Cherries
	Scrambled eggs	Chowders		Apple sauce
	Chopped meat			Baked apples
	Nut meats finely chopped and mixed with butter			Fruit — dried
				Dates
				Stuffed prunes
	Grated carrots with salad dressing			Stem raisins
				Figs
	Jelly or jam			Gelatine desserts
	Creamed chicken			Cup custards
	Creamed salmon			Chocolate blanc mange
	Chopped peanuts and salmon			Sponge cake
				Cookies
	Peanut butter			Plain cakes
	Orange or lemon butter			Jelly filled cakes
				Gingerbread
Crisp crackers				Milk chocolate

CHAPTER II

MENU AND ORDER SHEETS

The menu and order sheets show a convenient method of ruling a book or loose sheets so that the housekeeper may write her menu, make a note of the number she expects to serve and a list of the various foodstuffs which must be on hand in order to prepare those meals. The cost columns she may fill in when ordering, or later on from the slips, and she will then know the extent of her grocery and provision bill for the day. Should this not seem important to her, the cost jotted down at the time of purchase will make it possible for her to check her bills or to keep in mind the change in cost for the season or year.

The second order column, headed Emergency Articles, should be used only when the order for staple articles has proved not to have been complete or when change of plans makes an additional order necessary.

The weekly order sheet should have the list of staple articles which can be supplied and kept from one time of serving to another.

To some people the use of such menu and order sheets will seem a burden. They need not use them.

Experience has proved that people who do use such a plan get better service from their market men, more intelligent service from their maids — and, if doing their own cooking, less often find themselves out of necessary supplies.

The man who tries to run his factory without order and requisition blanks, without planning to meet the

needs for raw material, except by chance and memory, fails to be a successful manufacturer. Women should not expect to make the success of their business in life a matter of chance and memory alone. They should not be afraid to adopt business methods to plan their day's work, to keep records, and to provide an adequate system of supply and accounting. Housekeeping is a business; many women treat it like an avocation to be dropped at the call of pleasure.

GUIDE FOR KITCHEN ACCOUNTS

WEEKLY ORDER SHEETS

STAPLE ARTICLES DATE

ARTICLE — AMOUNT — DESCRIPTION	COST	ARTICLE — AMOUNT — DESCRIPTION	COST
Totals		Totals	

DATE MENUS ORDER LIST

	NUMBER SERVED		PERISHABLE ARTICLES	COST	EMERGENCY ARTICLES	COST
DINNER	Family Guests Maids		Meat Fish Eggs		Groceries	
BREAKFAST	Family Guests Maids		Butter Milk Cream		Canned goods	
LUNCHEON	Family Guests Maids		Fruit Vegetables		Miscellaneous	
EXTRA	Total		Total		Total	

CHAPTER III

GENERAL RULES FOR MARKETING

A market is a place where commodities are bought and sold.

Early food markets were possibly the outgrowth of great religious festivals. People gathered from a distance for several days' festivities and brought food for their own use and exchanged the excess for foods strange to them which people from other parts of the country brought.

Gradually they came to provide definitely for such exchange, and in time such gatherings became established markets for the barter of any produce not necessary to the producer.

Now, food markets are the centers of exchange not only between producers of foodstuffs, but between producers, or their agents, and consumers, who use money instead of similar produce as a medium of exchange, and the food frequently passes through the hands of several middlemen before coming into the home of the consumer.

It is well to make use of every assistance in marketing.

Investigate the various methods — private dealers, coöperative buying, coöperative markets, municipal markets, public markets, purchasing from producer by cart, express, or parcel post.

Make use of all the educational material you can find:

Federal and State bulletins,
Board of Health cards,
Agricultural college bulletins,
Magazine articles,
Conference with neighbors.

Consider which methods are best suited to your needs and follow them until convinced that others are better. One gains little by trying first one way and then another, without fairly testing each.

The corner storekeeper must ask higher prices than the firm with larger business and more extensive plant. We demand much from the small store in our emergencies and usually give the bulk of our trade to the large dealer.

Public markets and chain stores often save much, but we must consider whether we must pay carfare and use extra time to reach them. The reduction in price is frequently apparent rather than real. We forget the cost of obtaining them.

The chain stores in the community may offer reductions in price on some standard goods or upon their own brands.

The housekeeper should consider the cost of the service which she receives from the small dealer before deciding against either store.

Peddlers with regular routes may usually be depended upon.

The huckster knows you won't remember his face when he appears again and is less likely to give honest weight and quality.

Do not expect to learn to market well by telephoning to your favorite clerk or reading books on the subject. You can learn only by constant use of every rule you know and by repeated visits to market and practice in selection.

Build upon your own failures and successes; but let the knowledge of others help you do so.

GENERAL RULES FOR MARKETING

Choose your market carefully. Become acquainted with your dealer. Buy often at one store until a clerk

(or the manager) knows the quality of the goods you desire.

Sanitation:

Consider the sanitary arrangements of the store, the storage spaces, and the yard; position of toilets, presence of animals, the covering of bins, the standard of cleanliness all through the store.

Watch to see that the clerks employed have clean appearance and clean habits and methods of handling the goods.

Quality:

Do not demand fancy quality unless paying for it.

See that you receive the quality for which you are willing to pay.

Weight:

Choose a dealer who gives accurate weight and measure.

Prices:

Should be reasonable for the quality you demand.

Treatment of customers:

Should be courteous and considerate.

Personal demands:

Be considerate in your demands for service.

Do not visit with neighbors while the clerks wait for your orders.

Require no unnecessary time from the clerks.

Do not ask for repeated deliveries; make one order do.

Allow time for delivery.

Do not ask for constant favors.

Insist upon the weight and quality for which you are paying.

Do not be impossible to suit.

Extra quality and cleanliness are costly.

If you demand good sanitation and fancy brands, you must pay for them.

It is your privilege to choose the market where you will buy.

It is your duty to pay for the service you demand. Bills should be paid promptly.

METHODS OF MARKETING

Plan your meals for a week ahead if possible.

Make a list of supplies required in the menus.

Consult the cook or pantry to see if any of these supplies must be replenished within a week.

A grocery list, slate, or pad and pencil hanging in the kitchen is a great help.

Make a list of all staples required, with amounts and brands desired.

Make a list of all perishable supplies for each day, with item as to the time the order should be given.

Order the staple articles (by telephone if convenient) which will insure your supply for a week at least, longer if you have storage.

Go to market and choose the perishable articles, for two or three days ahead if necessary. Meat may be held and sent as required.

Choose perishable articles yourself. It is of no use to go to market simply to read an order to the clerk.

Visit the market often enough to keep in touch with the seasons, prices, qualities, and choice. We forget what we do not see.

Change your plan if the conditions or contents of the market make it desirable or necessary.

RULES FOR BUYING

Plan what you will buy.

Ask the price before ordering.

See if you can save by buying in quantity.

If prices are higher than you can afford to pay, substitute a cheaper food of the same food value.

Prices of food are usually regulated by supply or demand. Boycotts do little or no good.

Buy any particularly desirable food as long as you can afford it; substitute when the price is prohibitive.

When buying perishable articles, do not order more than can be used to advantage. Study actual needs.

Know the difference between real and apparent cost. Example: Rump steak at 75 cents a pound is nearly all edible, and the real and apparent costs are practically alike; while sirloin steak at 60 cents a pound has much waste, and the cost of the portion actually used may reach $1.25 a pound. The real cost is thus 65 cents more than the apparent cost.

Handle foods only when necessary.

Order a definite quantity — by weight or measure; not ten or fifteen cents' worth or "enough for six people."

Check the dealer's weight by watching or by reweighing. See that the scales are at zero before food is placed on them.

Do not pay for the weight of wrapping paper, etc. Have trimmings sent home and use them.

Buy when prices are reasonable. Nearly every food material has a seasonal rise and fall in price. Watch for drops in prices and take advantage of them if possible.

Do not buy anything simply because it is cheap. Know that you need to use it.

Read labels; do not assume that you know weight or ingredients. The label tells both.

Buy by brand name if you have found a brand of satisfactory quality. Experiment with different products until you have found the one you prefer; then order that brand until you see reason to change for something better suited to your need.

Buy by grade when grades are established. Example: grapefruit 54–64 in a box are medium size; 72–80 are small sizes. Grapefruit are also graded as to quality #1 or #2.

In general, do not buy below the market price unless you know the reason for the reduction. There is always a reason. If a dealer is selling flour far below the market price, it is probably a poor or damaged flour.

Check delivered goods with slip and order, as soon as received. Report errors at once.

Remove wrappers and put food away as soon as possible.

CHAPTER IV

MARKETING CHARTS

MEAT CHARTS

GENERAL RULES FOR THE SELECTION OF MEAT

READ Farmers' Bulletins on the use of meats. Study charts.

There are grades of quality which affect the price of cuts in different shops. Choose a dealer who carries a good grade of meat.

Learn the names of cuts which your dealer uses.

Go through a market picking out all the pieces of one particular cut; when sure of that, learn another in the same way.

When buying, ask the clerk to show you all of the cuts possible for the use you have in mind; then choose the one which seems best suited to your purpose and purse. Prices often vary with the supply in market.

Try different cuts until you have learned which give you the most satisfaction. Consider real and apparent cost, waste, flavor, and size of cut. Having decided which cuts you prefer for each purpose, order by name and weight. See the meat cut and weighed if possible. Have the trimmings sent home for use.

The cuts of meat which have thin connective tissue holding the fibers are the tender cuts; heavy connective tissue makes tough meat.

When there are flecks of fat all through the fibers of meat, it is more tender and has more flavor than meat without fat.

When meat has hung for some time after slaughter, it is more tender than if eaten at once.

Meat of any kind should have a fresh odor.

Experience will teach one the odor of stale meat.

Select meat which has no dark, dry edges or spots.

Remember that tough cuts may be cooked slowly and become tender.

Plan early and provide time for long, slow cooking.

Learn which cuts have the least waste and know whether you are paying for waste or edible meat. If bone and fat are worth only twelve cents a pound, don't pay seventy-five cents for them unless you can afford to do so.

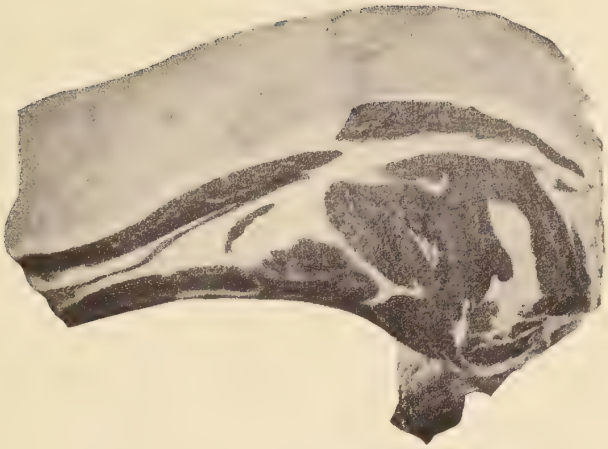
Do not insist upon using only the choicest cuts. The tougher meat contains equal nourishment at less cost. If you choose expensive cuts, realize that you are purchasing for flavor and tenderness rather than for food value.

More frequent use of cheaper cuts by every family would eventually reduce the cost of the more tender meats.

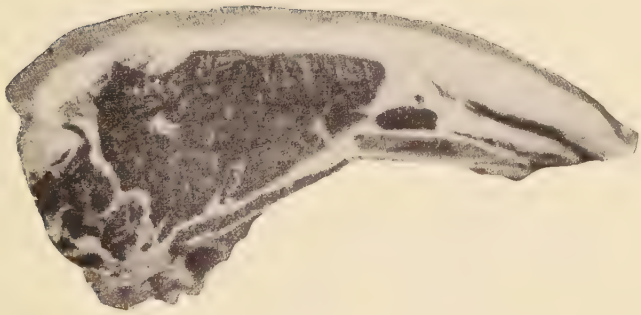
BEEF

Points of choice:

Grain-fed beef has firm, fine-grain muscle.
Bright red color and moist, juicy surface when exposed to the air.
The tender cuts well mottled with fat.
Edge fat, firm, thick, and straw-colored.
Suet dry, crumbly, and white.
Grass-fed beef has coarser, more flabby meat, with darker color, and thin yellow edge fat.
Retail grades — prime, choice, good, and medium quality.
Steer beef heaviest and highest quality.
Heifer beef not so heavy.
Cow beef lean and not heavy.
Yearlings tender but lighter weight than steer.



Cut known as First Cut of Prime Ribs,
English Roast, Two Rib Cut.



Cut known as Tip of Sirloin, Short Steak,
Club Steak, Delmonico Steak, Second Cut
of Sirloin.

BEEF CHART I (Fore Quarter)

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Back				
Prime ribs Standing ribs English roast	First five ribs on fore quarter	Similar in quality to loin; more bone and no tenderloin	Large roasts Sold two or three ribs to a cut First two best, may be boned and rolled	Cuts from 7–10 lbs. Boned — 4 lbs. Meat serves six people
Chuck ribs Blade roll Under cut Chuck roll	All other ribs	End of shoulder blade in eye of meat Tougher than prime ribs	Remove the blade and bone and roll Inexpensive roast Braising, pot roast, casserole, stews	Cut any weight, 5–8 lbs. or more
Neck		Juicy and tough	Soups, stews, mince meat	Cut as desired
Rattle				
Brisket Thick end Center cut Thin end	Lower part of fore quarter Breast back to plate	Choice and juicy, with fat and lean	Corn	Cut as desired
Plate	Last three ribs on rattle	Coarse, tough Not often used in the home	Corn, stew, roll and braise	Cut any weight

BEEF CHART I (*Continued*)

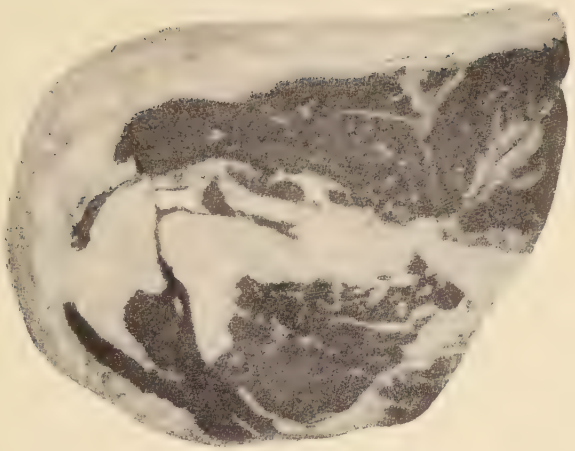
Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Shoulder	Lower part of fore quarter on top of leg	Thick solid meat Thin layer of fat on top Little bone	Steaks Roasts Pot roasts Back ends corned	5–12 lbs.
Skirt Steak	Inside of the fore quarter Under the ribs	Long, thin pieces with skin Coarse grain No gristle	Skin removed, meat scored and broiled, or stuffed, rolled and braised	1½–2 lbs.
Fore shin	Lower part of fore leg	Bone, gristle, little meat	Soup or stew	Any weight

BEEF CHART II (Hind Quarter)

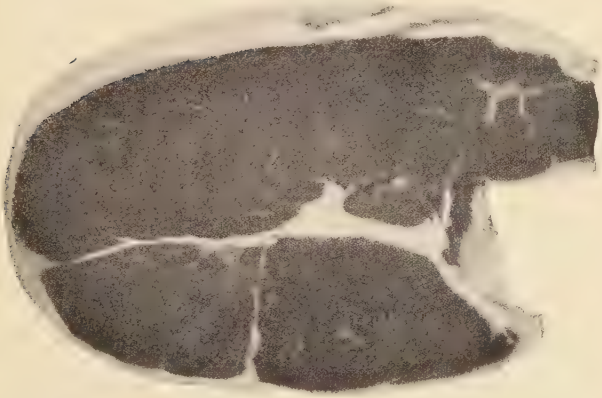
Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Sirloin Short or tip Porterhouse Club steak T-bone steak Delmonico Large sirloin Body sirloin	Loin, all between 10th rib and hip or rump	Excellent flavor Fat and juicy Tender, except flank	**For Roast** The three ribs as tip sirloin The rest as sirloin **For Steak** All except the ribs sliced 1–2 in. thick Flank should be cut off, and used for meat balls, etc.	Tip of sirloin roast 5–6 lbs. Heavy sirloin 10–12 lbs. Slice of tip or short steak, 1 in. thick, $1\frac{1}{4}$ lbs. Slice of porterhouse 3–$3\frac{1}{2}$ lbs. (serves six)
Rump Back Long or cross cut Flat bone steak Hip bone steak Short cut rump Face	Section along the back, between the loin and leg	Solid meat, little or no waste, juicy, good flavor Economical High price	**Back** Short cut best, very small roast or steak **Face** For braising, rather tough for good roasting. 3 lbs. serves six people First slices cross cut from back down the side for steaks	Short cut slice 1 in. thick, 1–$1\frac{1}{2}$ lbs. Middle slices 2–$2\frac{1}{2}$ lbs. $2\frac{1}{2}$ lbs. serves six people Roast from back cut as desired 6–7 lbs. Face 10–12 lbs.

BEEF CHART II (*Continued*)

Cuts known as	Location	Characteristics	Use	Weight of Average Cuts
Aitchbone	Wedge-shaped piece between rump and round	Solid pieces of meat on side next to round Large piece of bone	Roast Braise Stew	Cut any weight desired, 7–10 lbs. usual
Round Top round Bottom round Vein	Inside thick part of hind leg Outside of leg Front of leg	Good flavor Juicy, tough No waste	Top fairly good for steak Bottom and vein for chopping or pot roast, beef juice and slow cooking Hamburg steak and casserole	Cuts 1–2 lbs. to a slice for steak Cut as desired for other purposes 2 lbs. chopped serves six people
Shin or Shank (Hind)	Leg (lower)	Bone, gristle, small amount of meat Good flavor	Stews, soups Aspic jelly	Weight varies with size 10–16 lbs.
Tenderloin (Fillet)	Inside under loin and rump	Tender, little flavor or juice Expensive	Roast or broil	Rump 2–3 lbs. 5 slices Loin 4–6 lbs. 8 slices $1\frac{1}{2}$ in. thick



Cut known as Porterhouse, T-bone Steak, Large Sirloin, Body Sirloin. When cut larger, known as Porterhouse Roast, Body Roast, Sirloin Roast



Cuts known as Round. Top and Bottom cut through.

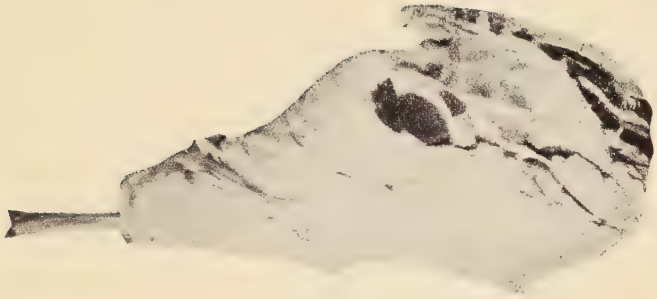
BEEF CHART III

Cuts known as	Location	Characteristics	Use	Weight of Average Cuts
Flank	Lower part of hind quarter	Coarse and tough	Stew, corn, braise (roll)	Do not buy except as it comes on other cuts
Heart	Inside	Good flavor Inexpensive Nutritious Little waste	Stuff, bake or cook in casserole	4 lb. heart gives enough for 2 meals family of four
Liver	Inside	Stronger flavor than calves' liver, but good flavor and texture Inexpensive Spoils easily Be sure it is not diseased	Broil or pan fry after scalding May be broiled or larded and baked	Buy in slices $\frac{1}{4}$ lb. per person Cut as desired
Tripe	Lining of stomach	Flavor good Easy of digestion Inexpensive	Fresh or pickled Broil Sauté in butter Fry in batter Lyonnaise	Buy as desired $\frac{1}{2}$ lb. to a person
Tongue		Flavor Inexpensive	Boil Preferably served cold	Weight 4–5 lbs.
Tail	Joints of tail of ox	Flavor Bone Gelatinous quality	Soups	2 lbs.

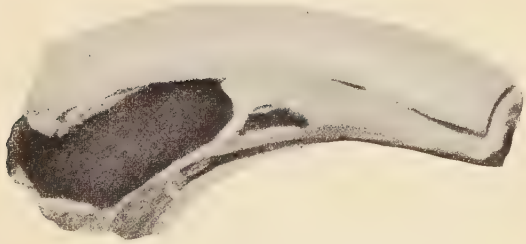
LAMB AND MUTTON

Points of choice:

Deep pink flesh.
Firm, fine-grain fibers.
Kidney fat hard and white.
Edge fat thin, with faint pink tinge.
The outside skin should tear off and should not be cooked.
The flavor of mutton is less strong if the skin and excess fat are removed.
Never cook the caul in which a leg of mutton is wrapped.
Mutton is more mature, contains more nourishment, is more easily digested, and has less delicate flavor than lamb.
Lamb bones are slightly streaked with red.
The leg joint of lamb is serrated.
The leg joint of mutton is smooth and round.
"Spring" lamb in market from June to December.



Leg of Lamb or Mutton. (Reproduced on a much smaller scale than other illustrations).

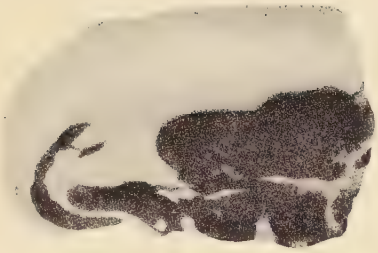


Cut known as Rib Chop. (This may be Frenched).

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Saddle				
(Two hind quarters with loins)		Solid meat Little waste	Roast or boil	6–8 lbs. May be cut short or long
Leg	Hind leg	Fine flavor and texture		
Saddle or rack (*a*) Loin or crown roast (*b*) Kidney and rib chops	The back between the fore quarter and leg	Tender, well-flavored meat, with much bone, fat and flank	Roast Broil Pan fry	For crown roast 12–24 chops 4 rib chops to 1 lb. 3 kidney chops to 1 lb.
Flank	Thin part below loin	Tough, thin layers of muscle and fat	Stew and soup Buy only as it comes on other cuts	
Fore quarter				
Shoulder Breast Neck Fore leg	Fore leg and neck	Good flavor Inexpensive Thin layers of meat, fat, and bone	Bone, roll (stuff), and roast Casserole Stew Soup Fricassee	5–9 lbs. Back 4–6 lbs. Lower 2–3 lbs.

LAMB AND MUTTON (*Continued*)

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Kidneys	Inside	Good flavor Inexpensive	Broil Stew Fricassee	By the dozen
Liver	Inside	Good flavor Substitute for calves' liver	Broil	1 lb.



Cut known as Loin Chop, Kidney Chop, and English Chop (when boned and rolled).

Cut known as Fore Quarter, Breast and Back of Lamb or Mutton.

VEAL

Point of choice:

Faint pink flesh.
Little or no edge fat.
Other fat pinkish in tint.
Milk-fed veal best.
Veal should at least be four weeks old before slaughter.
"Bob" veal (too young) is soft, has poor flavor, and has been considered dangerous food. Its sale is prohibited by law in many States.
"Western" veal, older when slaughtered, is not so choice.

VEAL CHART

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Hind quarter				
Leg Roast or fillet Cutlet or steak	Hind leg	Tender Well flavored No waste Expensive	Roast Broil Deep or pan fry	Roast about 5–8 lbs. Steak 1 lb. to a slice
Loin	Small of back	Tender Expensive Corresponds to kidney chop	Roast or Pan fry	3–4 chops to a pound Allow 1½ chops per person
Rack	Ribs	Like rib chops Much fat and bone	Roast or Chop	3 chops to a pound
Flank	Below loin and ribs	Thin meat and fat	Soup Buy only when it comes on other cuts	
Fore quarter				
Shoulder and breast	Upper part of fore quarter	Has five ribs and the shoulder blade Meat in small pieces Good flavor	Bone to roast Fricassee Casserole	7–8 lbs.

VEAL CHART (*Continued*)

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Neck		Bone — little meat	Stew or Fricassee	Cut as desired
Knuckle or shin	Fore leg	Very gelatinous Little meat	Soup and jellied meat Veal loaf	
Head Brains		Gelatinous Inexpensive	Stew Jelly Fry Soup Scallop	
Sweetbreads	In the throat In the stomach	Easily digested Delicacy Expensive	Blanch and cook as desired	Sold in pairs 1–1½ lbs.
Liver	Inside	Tender Good flavor Expensive except in spring Spoils quickly	Broil or Pan fry, after scalding	Sold by piece 1½–4 lbs., 6–8 slices

PORK

Points of choice:

Firm, white flesh, with faint, pink tinge.

Firm, clear, white fat.

Diseased pork has a dull appearance, with small yellowish lumps through the meat and fat.

Cured ham, bacon, and shoulders may be purchased by brand names.

Package bacon and sausage more expensive than to buy strip bacon or bulk sausage.

PORK CHART

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Hind quarter				
Ham	Hind leg (Smoked and cured, sugar cured best)	Tender, good flavor, most expensive cut	Roast Broil Boil Pan fry	7–12 lbs. May be cut in halves Slice ½ in. equals 1–1½ lbs. serves four, 2 lbs. 1 in. thick serves six
Loin Rib Chine Center cut	Back (fresh)	Sweet Tender meat Much bone Fat	Roast (4 to 6 lbs. for six people) Chops Steak	8–12 lbs. 4 chops in a pound (average 1½ chops per person)
Spareribs	Middle cut, below loin, under bacon	Streaked with fat and bone Inexpensive Very good flavor	Boil or Roast	3–5 lbs. as desired
Bacon	Sides Flank (smoked)	Fat with streaks of lean Flavor Appetizer Should be thick with little lean	Broil or Fry Boil (As garnish; as seasoning)	Strip 7–9 lbs. (2 to 3 slices per person)

PORK CHART (*Continued*)

Cuts known as	Location	Characteristics	Uses	Weight of Average Cuts
Fore Quarter				
Shoulder	Above the fore leg (Smoked or fresh)	Inexpensive Fat Good flavor	Bone and stuff Roast Boil	5–9 lbs. 6 lbs. serves 2 meals to six people
Salt Pork	Thick fat from back and sides outside the loin Should be pig pork	White-pinkish tinge, not yellow Lean and fat, or all fat	Frying and seasoning Appetizer	Cut 3 × 5 in., 2–3 lbs.
Lard	"Cod fat" or "leaf" from fat about the kidneys	Solid white fat tried out and clarified from cod fat	Frying and shortening	Roll of leaf, 2–3 lbs.
Liver	Inside	Tender with delicate flavor Good substitute for calves' liver	Broil	1½–3 lbs.
Sausage	All trimmings from fore quarter usually used	Should not be too fat or too highly seasoned	Boil Broil Bake Pan fry	As desired (average ¼ lb. per person)

GENERAL RULES FOR PURCHASE OF POULTRY

The housewife should demand preparation of poultry before killing:

Fattening by special feeding.

Starving just before killing to empty the crop.

"Dry-picked", giving a smooth skin. Scalding brings out dry patches which injure the appearance, and injures keeping quality.

Well bled.

Cooled quickly.

Not drawn; poultry keeps better, and if drawn in the home disease of the liver and intestines may be detected.

Head left on: choose a red comb, clear eyes, no sores.

Feet left on: chickens have soft spurs; roosters have hard spurs; fowl have scales and long dull spurs.

Chickens have pliable cartilage at the end of the breast bone. This is stiffened in fowl.

Choose:

Round full breast, streaks of fat under skin of breast.

White skin (milk fed), short legs, soft yellow feet.

Pin feathers indicate a young bird; long hairs an old one.

Avoid:

Thick layers of fat near the vent and breast.

Full crop.

Blue meat.

More than three months in cold storage.

POULTRY CHART

Kind and Seasons	Characteristics	Uses	Points of Choice	Average Weight
Chickens (Boston Mkt.)				
Philadelphia roasters Nov.–April	Short leg, small feet, thick meat, excess of fat, yellow skin	Roast	Smooth moist skin Thick meat Plump breast Streaks of fat under skin on breast (Fat throughout the flesh) Small bones	3–7 lbs. 5 lbs. serves six
Western roasters Sept.–Jan.	Not especially fattened Longer legs Thin wings	Roast	Legs smooth, short, with soft yellow feet Light-colored thighs End of breast bone pliable	4–6 lbs.
Native roasters Sept.–Feb.	Not standardized Depends on locality and producer	Roast	Muscle of breast should separate easily under pressure Young birds have short, sharp claws Have leg tendons drawn at the market	3–5 lbs.

POULTRY CHART (*Continued*)

Kind and Seasons	Characteristics	Uses	Points of Choice	Average Weight
Fryers June–Dec.	Small, young birds between roasters and broilers	Fry in deep fat or pan broil	Choose as for roasters, small birds	3–3½ lbs.
Broilers May–Oct.	Small bones, bird split down the back	Broil	Clear skin Plump Fat distributed through the flesh	2¼–2½ lbs. Individual broilers ¾–1¼ lbs.
Capons Oct.–Feb.	Tender flesh Good flavor Large amount of white meat Large size	Roast	Choose as for chicken Head and wing feathers usually left on in market	6–10 lbs.
Ducks June–March Best in summer "Spring Ducks" June–Jan.	All dark meat Small proportion of meat to bone	Roast	Flexible windpipe Plump bodies Smooth, clear skin	5–6 lbs. (serves five if carefully carved)
Ducklings May–Dec.	Little meat	Broil	Tender breast Plump	3–5 lbs.

POULTRY CHART (*Continued*)

Kind and Seasons	Characteristics	Uses	Points of Choice	Average Weight
Fowl and roosters				
All the year	Philadelphia quite fat Western more likely to be thin and "rangy" Roosters darker, coarser meat, little fat, large spurs, longer legs, and larger combs	Boil Fricassee Steam and roast Steam	Thick-bodied Not too much fat Skin clear, free from bruises Short legs and wings Spurs curved	4–6 lbs.
Goose				
"Green" May–Dec. Older birds all the year	Small amount of meat in proportion to bone Dark flesh Marked flavor 11-lb. goose equals 8-lb. turkey	Roast 10 lbs. gives 2 meals for family of six	White, soft fat Yellow feet Thick, firm breast Windpipe easily broken	8–12 lbs.
Guinea Chicken				
Early autumn	Very meaty, tender Flavor like partridge	Broil Roast	Birds should "hang" some days before cooking Breast yellow	1½–2 lbs.

POULTRY CHART (*Continued*)

Kind and Seasons	Characteristics	Uses	Points of Choice	Average Weight
Guinea Fowl				
All winter	Flavor like pheasants	Boil	Breast purplish	2–3 lbs.
Pigeons				
All the year	Meat dark	Boil Casserole		$\frac{1}{2}$–$\frac{3}{4}$ lb.
Squab				
April–Jan.	Meat yellow Best when 4 weeks old	Roast Broil	Soft breast bone Yellow meat Flexible bill	$\frac{1}{2}$–$\frac{3}{4}$ lb. Jumbo 1 lb.
Turkey				
Broilers August–Oct.	Little meat	Broil	Flexible breast bone	$2\frac{1}{2}$–4 lbs.
Roasters Oct.–Feb.	Tender meat Characteristic flavor	Roast 10 lbs. serves 2 meals — six people	Black feet Choose plump breast Hen turkey plumper than Tom turkey	8–16 lbs. up
Old All the year	Tough Lower price Satisfactory if cooked right Gray feet	Steam, then roast Have leg tendons drawn by dealer	Best from Thanksgiving until February Buy cold storage from Mar.–Oct.	18–25 lbs.

FISH CHARTS

General Rules for Purchase

Plan to use fish often. Buy from a trustworthy dealer.

The demand for fish on Friday has made a very uneven demand on the supply and kept the price of fish high. Buy on other days than Friday and help make a more even market, thus reducing the cost.

Buy in season when possible. Cold storage fish often lacks flavor, spoils quickly, and is higher in price than fish which is in season.

Frozen fish should be purchased frozen and thawed at home.

Note the head.

If the gills are gone, apply all other tests.

If the eyes are gone, doubt it.

If the flesh is soft and the skin slimy, scorn it.

Have the heads of cod or haddock sent home for chowder or soup.

Buy a large fish and use the left-overs, rather than a small fish for one meal. There is less waste in proportion to the amount of edible meat.

Do not plan to keep fish uncooked for any length of time.

Points of choice:

Smooth, moist skin.

Firm flesh.

Fresh odor.

Full, bright eyes.

Red gills.

Fins and tail firm.

A slice of fish should hold its shape and be well attached to the bone.

Fresh fish will hold the bones close in the flesh when split and opened on the hand.

Lobsters, clams, oysters, crabs, and terrapin should be alive in the shell.

FISH CHART

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Barracuda	White, firm flesh Fine flavor	Fry Broil Bake	Firm flesh Choose small fish for broiling	2 lb. up 12 lb. ave.
Bass Black Striped Summer Sea Bass Year round	Firm, white flesh — flakes Firm white flesh	Boil Broil Bake Fry	Firm flesh Good odor Bright skin	
Blackfish or Tautog April–October	Tough, black skin White tender flesh Fine flavor	Fry Bake Chowder	Bright eyes Firm flesh Bright-looking skin Fins and tails not flabby	1–14 lbs.
Bluefish May–October In market all year	Bluish skin and flesh Rich flavor	Fry Broil Bake	Same as for blackfish Choose thick fish for broiling and baking "Baby blues" for frying	½–10 lbs.

FISH CHART (*Continued*)

Kind of Season	Characteristics	Uses	Points of Choice	Average Weight
Butterfish or Scup Summer and fall	Same shape as flounders, but small	Fry (Luncheon or breakfast fish)	Same as for blackfish	2 or 3 to a lb.
Carp	Poor flavor " Muddy "	Inexpensive	Firm flesh	½ lb.
Clams In market all the year Little Necks Quahogs Deep Sea	Hard round shells	Quahogs large, use for chowder, broth, frying, fritters Little Necks, raw	Shells close quickly when touched Should not be broken Good, fresh odor	May be bought by peck or dozen Out of shell by quart
Long Clams	Soft shells Characteristic flavor	Boil, steam Bake Fritters Chowder		
Cod All the year	Small eye Silver stripe from neck to tail Dark gray scales on back. White belly Flesh firm and white Large dry flakes when cooked Lacks flavor	Cod steak for frying Whole fish for chowder and baking Cods' tongues and cheeks for frying or chowder	Small, bright eyes not sunken in socket Bright red gills Firm flesh Bright skin Should be scaled before cooking	2 lb. up Steaks by the pound

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Crabs April–October	Soft shell, Sweet flavored meat Flaked crab, Meat sold by weight	Fry Cream Salads Newburg	Must be alive Fresh odor	Buy by dozen Buy by pound
Eels All the year	Sweet, characteristic flavor Eels from muddy water should be soaked in cold water, then parboiled	Fry Chowder	Fresh, firm flesh	Buy by pound
Flounder Spring and summer	Flat, thick-skinned Light on one side, dark on the other Very white meat Thin fillet of meat on each side of bone Sweet meat	Fry Broil Bake Skinned and boned fillets called "Sole"	Choose as thick a fish as possible Usually filleted	Small up to 3 lbs.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Finnan Haddie	Smoked haddock Sweet meat Waste	Bake Cream	Choose thick, short fish, fresh odor Thick fillets when in the market	3–4 lbs.
Haddock All the year	Silvery gray, black line from head to tail on each side Resembles cod, smaller flakes when cooked Sweet. Much waste	Fry: split and cut lengthwise Boil or bake: scaled, dressed and left whole Chowder: skinned and boned (head and bones cooked for broth) Broil: skinned and boned fillets are called scrod	Look for bright eye, firm flesh, sweet odor, black line below the back	$1\frac{1}{2}$–7 lbs. Buy 5 lbs. for six people
Hake Sept.–Jan.	Much like cod Softer flesh Spoils quickly Flesh coarse, flaky, white Much waste	Use like cod or haddock Less choice than either	When fresh from water flesh is firm. Grows soft quickly	1–6 lbs.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Halibut Western — All the year Eastern — In summer " Chicken " All the year	Large fish White on one side, black on the other Firm, fine grain meat Only the back bone Choice, sweet flavor; little waste, solid meat Small, young halibut	Thick square piece to boil or bake Fillets to broil, fry, or bake in sauce Slices, to bake or fry Bake or fry	Firm flesh, not frozen Sweet odor Choose a cut below the opening for slices to broil	Cut any amount desired Buy ½ lb. per person
Herring Fresh Mar.–April	Sweet, characteristic flavor Many small bones Iridescent scales	Bake or fry	Fresh odor, firm flesh, bright eye	¾–1 lb.
Slightly cured	Dry, shriveled skin	Bake or fry	Fresh odor, firm flesh	¾ lb.
Smoked	Smoked whole	Soak Broil or bake	Firm flesh	¾ lb.
Kippered	Split and smoked	Soak Broil or bake	Firm flesh Good odor	½ lb.
Boneless	Small Split and smoked	Soak in hot water Bake or pan broil	Good odor, firm	
Soused	Pickled	Soak Fry or bake		Box or can

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Kingfish Year round	Dark bars from backbone to belly Firm flesh	Bake Broil	Fresh odor Firm flesh	2 to 3 lbs.
Lobster All the year Most plentiful in summer	Hard shell, dark green when alive Turns red when boiled White, very sweet meat	Plain boiled Salads Creamed Bisque Scalloped Bake Broil	Buy alive Active, quick response to touch If boiled, the tail should spring back after being straightened out Must be 8 in. long Choose heavy for size	1¼–4 lbs. Buy ¾ lb. live weight per person
Mackerel Mar.–Sept. July best	Mottled blue and gray, iridescent skin Rich flavor, fat flesh "Tinkers" — small mackerel	Bake Fry Split and broil Roe — fry or bake	Iridescent, bright skin Firm flesh Fresh odor Bright eye	1–3 lbs. "Tinkers" ¼–½ lb.
Oysters Sept.–April	Flavor varies with locality Blue points, small, fine flavor Cotuits choice, large Easily polluted by water over beds	In shell — broil, raw, or bake Out of shell — stew, chowder, scalloped or fancy roast	Tightly closed shells Good odor Have opened to order If open, not ropy or slimy Good odor, no water added	

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Perch May–Sept.	Fresh water: yellow Salt water: white Fine bones Sweet meat	Broil Chowder (much work, many bones, but delicious)	Fresh caught Firm flesh	½–1 lb.
Pickerel June–Dec. Special State laws	Fresh-water fish Dark, pointed head Long slim body Fine white flesh Characteristic flavor	Fry Bake	Length required by local laws	¾ lb. up
Pike Fresh water	White flesh	Broil Bake Fry	Firm flesh Fresh odor	Cut as desired
Plaice	Much like flounder	Broil Bake Fry	Like flounder	6–8 lbs.
Pollock All the year	Gray-white flesh Flaky	Bake Boil	Firm flesh Fresh odor	8–10 lbs.
Pompano Southern fish Winter	Distinctive flavor	Broil		2 lbs.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Porgy Summer	Brown skin Short, broad	Fry	Bright skin Fresh odor Clear eye	¼–½ lb.
Red Snapper Southern fish	Red skin White flesh Large fish	Bake Boil	Firm flesh Clear eyes Good odor	10–20 lbs.
Salmon Western All the year Kennebec Apr. 15–Oct. 1	Large fish, rich, fat flesh, varying in color, pale to deep pink If sold with entrails, allow for waste	Boil Fry Bake Broil	Buy below the cut, toward the tail (less waste) Firm flesh	Cut any amount ½ lb. per person
Canned Tall cans contain pieces Flat cans, slices	Cans #½ flat Cans #1 flat Cans #1 tall Study brands available and determine waste	Creamed Scalloped Croquettes	Choose steak or cutlet for table use. Small pieces for croquettes and made dishes	1 can serves three to six people
Smoked	Split, boned, and smoked Fine flavor, fat, no waste	Soak and broil or bake Cream	Choose thick piece, good color and firm	Cut any weight desired

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Sand Dabs All year	Small Good flavor	Fried	Firm flesh Good odor	
Scallops Sept. 15–April 1	Shell fish (Muscle for opening and closing shell is only part used) Sweet, characteristic flavor	Fry Chowder Scallop Bake Fritters Stew	Sea scallops — Large, pinkish tint, tender muscle Native scallops — Small, fresh odor, firm muscle, not water-soaked	
Shad Jan.–June Fall shad in October	Silvery scales with reddish tinge Jack shad cheapest Roe shad choice Many fine bones	Stuff and bake Split and broil	Fresh bright skin Thick body Roe or Jack	3½–4 lbs.
Shrimps Mar. 15–May 15 Sept. 15–Oct. 15	Shell fish	Fry Scallop Cream	Firm and green	20–40 to a pound.
Smelts June 1–Mar. 15	Dark or silvery skin Small Sweet meat	Fry Large ones split and broil	Firm flesh Bright eyes Best not frozen	5 or more to a pound.
Sole Plentiful	Fine flesh Distinctive flavor Flat fish usually filleted	Fry Broil	Like flounder Dark side	1–½ lbs.

FISH CHART (*Continued*)

Kind and Season	Characteristics	Uses	Points of Choice	Average Weight
Spanish Mackerel All the year	Fine flavor Silvery, dark blue back Under part light	Bake Broil	Firm flesh Good odor	1–3 lbs.
Sturgeon	Sold fresh or smoked Medium price	Bake		2–8 ft. long
Sunfish	Small with bodies orange and black marking Medium price	Fry	Bright skin Good odor	½ lb.
Swordfish Summer	Heavy, solid fish Little waste meat	Bake Broil Fry	Good odor Firm flesh	Any amount desired
Terrapin Nov.–May	(Shell) Choicest "Full cow" (contains eggs) Only female used	Stew Entrees	Chesapeake best Must be alive	
Tile fish Early summer	Meat much like codfish Appearance suggestive of red snapper but slate color with yellow spots	Bake Broil Fry	Firm flesh Not too large a fish	Weighs up to 30 lbs. 4 to 12 lbs. best

VEGETABLES AND FRUIT

GENERAL RULES FOR PURCHASE

Buy where you can obtain the best quality, — market, producer, or cart.

Plan for variety from day to day, not at each meal.

Demand good measure or weight at a reasonable price.

Know the seasons and buy in season. Both vegetables and fruits are fresher, better flavor, cheaper.

Know the ways of cooking and serving, the food value, the qualities for choice.

Do not buy poor quality. The waste amounts to more than the saving in first cost.

Choose firm, crisp, ripe, tender vegetables of normal size and shape.

Avoid wilted, specked, frozen, decaying, over-ripe or green vegetables or fruit. Abnormal size is apt to mean hard, woody fiber and poor flavor.

The amount to buy depends on available storage, suitability for storage, the number in the family, their fondness for vegetables.

Summer vegetables lose quality rapidly and can seldom be stored. Should be cooked as soon as possible after harvesting.

Winter vegetables, if ripe when harvested, may be stored in a dry, cool place and covered with sand. They should be purchased early, in bulk, direct from the field. The cost of storage and winter loss is added to the later price.

The prices of fruit and vegetables are regulated by the season and the supply or demand.

Prices do not represent the food value.

A decided drop in price usually indicates poor quality or oversupply.

Out-of-season fruits and vegetables are more expensive

because of cost of transportation, and they usually lack the flavor of native produce.

Hothouse products are high because of the cost of hothouse care.

Do not buy too many kinds of fruit at once. Variety is less important than in the use of vegetables.

Generally it is best to buy small fruit only in season.

Seasons are short for some fruits, and they may be used more frequently while they are in market.

Ask dealer to tip boxes of berries to show quality and size.

Choose fruit which is not bruised.

A break in the skin means quick decay.

Juicy fruits should feel heavy in the hand and have thin skins.

Try comparing the juice content of a thin-skinned, heavy-feeling lemon and a thick-skinned lemon of the same size.

Do not bruise fruit by careless handling.

Few fruits may be stored at home.

Small fruits, cultivated or wild, should be spread, or their own weight will crush them and break the skins.

Buy small fruits only for immediate use.

Can or preserve all not used for the table.

Buy bananas, apples, etc., by the pound.

Use both fruit and vegetables freely to protect the diet from deficiency in minerals and vitamins and to furnish cellulose for bulk.

FRUIT AND VEGETABLE CHARTS

Fruits and vegetables are plentiful sources of minerals, and the body requires small, but definite, amounts of mineral salts to do efficient work. Most of these will be supplied by a mixed diet without special planning, but it has been found that iron, calcium, and phosphorus are essential and their presence must be planned for.

Some fruits and vegetables contain iron, calcium, or phosphorus in quantities sufficient to make them particularly valuable. This has been indicated in these charts by the addition in the last column of the name of the mineral[1] which is present in abundance.

Fruits and vegetables also contain carbohydrates which in some cases must be measured in the diet. The approximate amount of carbohydrates contained in the edible portion of these foods has led to their classification as 5%, 10%, 15%, and 20% carbohydrate. The percentages of the most important are indicated in the last column of the charts.[2]

Vitamin values[3] are also indicated by symbols as follows:

Vitamin A B[4] C.

+ indicates that the food contains the vitamin.

++ indicates that the food is a good source of the vitamin

+++ indicates that the food is an excellent source of the vitamin

− indicates that the food contains no appreciable amount

? indicates doubt as to presence or amount of the vitamin

* indicates that evidence is lacking or appears insufficient

[1] Mineral quantities from H. C. Sherman, "Chemistry of Food and Nutrition."

[2] Percentages from "Diabetic Manual", by Elliott P. Joslin, M.D., Lea and Febiger, and American Red Cross Bulletin, "Food."

[3] "Vitamins in Food Material" by Sybil L. Smith, with illustrations by Doctor Hazel E. Munsell, U. S. Dept. of Agriculture, Circular No. 84.

[4] Includes F and G.

FRUIT AND VEGETABLE CHART

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Apples Crisp, juicy pulp	Choose firm, crisp pulp, unbruised skin. Choice apples are hand-picked and graded sizes. Second quality are often as good for immediate use. Buy by barrel if sure of suitable storage. Usually much cheaper by barrel in the fall. Prices must be low to pay to store	Keep dry and cool. Bruised and decayed fruit should be separated from sound fruit 2 lbs. makes sauce for six servings	Minerals Carbohydrate, 15% Vitamin A B C + + to ++ ++
Apricot Summer fruit Soft juicy pulp Dried	Choose fair unbruised fruit When dried, select thick fruit, not too hard	Keep in cool, dry place DO NOT STORE Store in glass jar ½ lb. for six servings	Minerals Carbohydrate, 15% Vitamin A B C * * *
Artichokes Globe Flower Add variety to diet Jerusalem Tuber	Fresh, crisp outside leaves with plump base Smooth, firm tubers	Soak in cold water ½ hour. Cut off outside leaves and trim center leaves. Tie to keep in shape 1 quart for six people	Minerals Carbohydrate, 3–5% Vitamin A B C ++ + + Minerals Carbohydrate, 15% Vitamin A B C * * *

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Asparagus Shoots Succulent	Select tender shoots, with not too long, hard ends Color fresh	Cut the hard end off, and stand upright in 1 inch cold water 1 lb. serves six people	Mineral — iron Carbohydrate, 1–3% Vitamin A B C − to ++ +++ ✳
Avocado or **Alligator Pear**	Select mellow fruit	1 for each person Keep in cool place	Minerals Carbohydrate Vitamin A B C ++ ++
Bananas In the market all the year around. Red bananas have agreeable flavor, more expensive than yellow bananas	Choose with unbroken skin Stem not cut off Select from bunches having green stem and plump fruit If for immediate use, the skin should be well mottled with brown or black spots, *not* bruised	Buy by the "hand" 10 to 15 bananas or by the pound. Keep green bananas in dry, moderately warm place, 68° F. Ripen slowly. Ripe bananas should not go below 50° F.	Minerals Carbohydrate, 20% Vitamin A B C − to + + to ++ ++
Barberry Firm puckery, red berries	Choose full fruit not withered or dried Not good raw but excellent for jams, etc.	Keep in cool place, not closely packed	Minerals

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Beets Roots Sweet, juicy, attractive color	Select small, firm beets, not wilted, with fresh leaves and stalks Young beets finer grain than old roots	Leave on the stalks until ready to cook Do not bruise Leave string root and 2 inches of stalk when cooking	Mineral—calcium Carbohydrate, 10% Vitamin A B C − to + + +
Berries Blackberries Blueberries Dewberries Loganberries Raspberries Strawberries Thimbleberries	Full, juicy berries, not overripe Avoid large seeds	1 quart serves four people Ripe berries often crushed by their own weight Spread on a platter in a cool dry place or sprinkle with sugar and cover in the ice box	Minerals Carbohydrate, 10 to 15% Vitamin A B C * * *
Beans String Seed and Pod	Select fresh, crisp, unwilted pods which snap easily, without tough strings Avoid rusty, spotted pods	2 lbs. for six people 1 bushel fills 10 to 12 quart jars Do not store, cook as soon as possible after purchasing	Minerals—iron, calcium, phosphorus Carbohydrate, 10% Vitamin A B C +++ ++ ++
Shell Seed	Select fresh pods with full round beans. Pods without mildew If already shelled, avoid brown spots and wrinkled skins	3½ lbs. unshelled 1 quart shelled for six people Pick over carefully; shell beans often wormy	Minerals—iron, phosphorus Carbohydrate, 20% Vitamin A B C + ++ *

FRUIT AND VEGETABLE CHART — *Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Broccoli Leaves and stalk	Crisp, green leaf, fresh color Firm stalk	1 lb. six people Remove wilted leaves and crisp in cold water	Minerals Carbohydrate, 3–5% Vitamin A B C * * *
Brussels Sprouts Flower	Fresh, firm heads Outside leaves good color and crisp	Soak ½ hour in cold water before cooking	Mineral — iron Carbohydrate, 5% Vitamin A B C * * *
Cabbage Leaves	Full, firm head No wormholes Outside leaves crisp	1 lb. for four people Store in dark, cold place Soak in cold water before cooking	Minerals — iron and phosphorus Carbohydrate, 5% Vitamin A B C + to ++ ++ +++
Carrots Roots	Small, even shape, smooth surface Thin skin, fresh leaves	2 bunches for six people Keep in cool place Cover with sauce to prevent wilting	Minerals — calcium, phosphorus Carbohydrate, 10% Vitamin A B C +++ ++ ++

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Cauliflower Flower	White full heads without mildew Outside leaves or stalks, not wilted	Do not store Soak ½ hour in cold water before cooking	Minerals — iron and phosphorus Carbohydrate, 3–5% Vitamin A B C + ++ +
Celeriac Roots	Firm root, not wilted	1 to 2 (according to size) for six people Scrape, wash, cut in thin narrow slices and put in cold water	Minerals Carbohydrate Vitamin A B C * * *
Celery Stalk	Select without nail in root, if possible Choose firm, white, crisp stalks with fresh leaves	3 bunches for six people, hearts used raw, leaves and coarse stalks for soup Wash, chill and keep wrapped in heavy waxed paper in refrigerator or stand in cold water	Minerals Carbohydrate, 1–3% Vitamin A B C − to + ++ *
Cherries	Choose unbruised fruit with stems left on Apt to be moldy and wormy	Keep same as berries Cherries pulled from stems will not keep well	Minerals Carbohydrate, 15% Vitamin A B C * * *

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Corn (Seeds)	Select fresh husks, full milky seed Husk must be stripped back to be sure of quality	1 or 2 ears for each person	Minerals Carbohydrate, 20% Vitamin A B C * * *
Cranberries Fruit	Several varieties — Cheery, Olive, Bugle Bell. Middle-sized berries generally more solid Keep better than larger berries	1 quart for six people Keep cool and dry Frost-bitten berries may be cooked at once and canned for later use	Minerals Carbohydrate, 10% Vitamin
Currants Fruit	Buy on the stem, dry, firm, berries Green currants are unripe reds Black currants used only for flavor in jellies, etc.	1 quart for four people Keep cool and dry Do not remove stems until ready to use	Minerals Carbohydrate, 15% Vitamin A B C * * +
Cucumbers	Firm grain skin, medium size, straight slender shape, round rather than pointed ends, green (not yellow) color with crisp, firm skin and flesh	2 or 3 for six people Keep on or near ice	Minerals Carbohydrate, 1–3% Vitamin A B C − to + + ++
Dasheen Corms and Tubers	Equal size without soft decayed spots	1 or less to each person Keep in dry, cool place	Minerals Carbohydrate Vitamin A B C + + +

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Eggplant Fruit	Choose heavy, thick, firm fruit, glossy dark skin	Cool dark place, dry 1 or less, according to size, for six people	Minerals Carbohydrate, 3–5% Vitamin A B C − ++ +
Endive (French) Stalk	Choose white, firm, crisp stalks	3 stalks to a person Keep in cool place, wrapped in a damp cloth	Mineral — calcium Carbohydrates, 1–3% Vitamin A B C ? * ?
Escarole Leaf	Choose fresh, crisp heads, good color well bleached with white hearts	1–2 heads for six people, crisp in cold water Keep in damp cloth, cold place	Minerals Carbohydrate, 5% Vitamin
Gooseberries	Full ripe berries, should have slight pinkish tint Green for cooking only	Keep cool and damp	Minerals Carbohydrate, 10% Vitamin A B C * * *
Grapes	Choose whole unbruised fruit Frostbitten grapes are soft and drop from the stem	Soft or slip grapes (Concords, Niagaras, Catawbas, and Delawares) do not store well; but	Minerals Carbohydrate, 20%

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Grapes—*Continued*		may be kept for some time (if not crowded together) stored in a dark cool place away from the air Hard grapes (Tokays, Muscats, and Malagas) keep better Malagas may be kept nearly all winter in cool dark place in the cork packing	Vitamin A B C * ? ?
Grapefruit Table sizes 64–72–80	Choose fruit heavy for size with smooth skin, juicy pulp	Buy a dozen, cheaper than singly Price varies in season. Often well to purchase a half box Keep in cool dry place away from air, wrapped in paper	Minerals Carbohydrate, 5% Vitamin A B C + ++ ++
Greens Leaves All the year	Choose fresh crisp leaves, not wilted, and tender stems Use spinach, beet tops, turnip tops, dandelion, mustard, milkweed shoots	Price variable, according to season and kind of greens ½ to 1 peck for six people Pick over carefully, remove roots, débris Wash till clear of sand, in *many* waters	Minerals Carbohydrate, 5% Vitamin A B C ++ ++ +

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Huckleberries	Huckleberries — black, seedy Blueberries — blue Choose dry plump berries, not shriveled or wormy	Keep as other berries	Minerals Carbohydrate, 15% Vitamin A B C * * *
Kohl-rabi Tubers	Choose firm tubers, not too large 2–3 inches in diameter best	2–3, according to size, for six people	Minerals Carbohydrate, 10% Vitamin A B C * * *
Kumquat Small orange Skin easily removed	Choose heavy for size Skin should be firm	Keep as other oranges	Minerals Carbohydrate, 10% Vitamin A B C * * *
Leeks Stem	Choose young, crisp, tender shoots	2 bunches for six people, crisp in cold water Do not store	Minerals Carbohydrate, 5% Vitamin A B C * * *

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Lemon	*Fancy fruit*, good color, fine-textured skin, normal shape, no scars, heavy and juicy, thin-skinned *Standard fruit* may be irregular in shape and discolored, but still have fair fruit value. 3 oz. good size. Price varies	Store in cool dry place away from air If each lemon is wrapped in paper or put under glass tumbler, it will keep longer	Minerals Carbohydrate, 10% Vitamin A B C + ++ +++
Lettuce Leaves All the year	"Head" lettuce Choose heads with crisp, fresh, bright, green leaves, light-colored heart leaves, centers firm, heavy "Iceland" lettuce Choose firm solid heads, with crisp outside leaves, no soft spots at side or base	1 or 2 heads; if only hearts are served 3 for six people Wash, remove withered leaves, place in tightly closed can or paper bag in cold place, rinse in clear water each day	Minerals Carbohydrate, 1–3% Vitamin A B C + to ++ ++ +++
Limes (Fresh) Smaller than lemons, thin skin, abundant juice	Choose heavy for size	Very perishable Keep in cool place, cover with sand for longer keeping	Minerals Carbohydrate, 10% Vitamin A B C − * ++

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Melons Rocky Ford Cantaloupes Cassaba Honey Dew Watermelon	Choose heavy for size. Ripe melons have fragrant odor, are slightly soft and springy at ends, loose seeds which rattle when melon is shaken *Watermelons:* Sound hollow when rapped if ripe *Citron Melon:* Small, round. Not good raw but good base for preserves *Muskmelons:* Rocky Ford good variety. About 4½ inches long. Silver-gray netting on outside should stand out like lace; groundwork green, turning yellow as it ripens. Flesh inside pink-orange *Cantaloupes:* Larger, oval, green flesh; Baltimore, good variety *Cassaba and Honey Dew:* Test for ripeness like other melons, large ones better than small	Store at moderate temperature If not quite ripe, place in sun	Minerals Carbohydrates Vitamin A B C ++ ++ *

FRUIT AND VEGETABLE CHART — *Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrath, and Vitamin Values
Mushrooms	Firm, good color, not wormy	1 lb. for four or six people Keep in cool dry place	Mineral — phosphorus Carbohydrate, 5% Vitamin A B C − to + ∗ −
Okra Pod	Fresh, crisp pods of good color	Buy by pound — as used	Minerals Carbohydrate, 10% Vitamin A B C ∗ ++ ∗
Onion Bulb Strong flavor	Choose firm, perfect bulbs, thin smooth skin, sprouts	Average 1 for each person 1½ lbs. for six servings Keep in dry place Remove sprouts	Minerals Carbohydrate, 10% Vitamin A B C − to + + ++
Oranges	Choose fruit heavy for its size Firm, thin skin, ripe Small, thin-skinned oranges often better than larger, more expensive fruit Florida fruit have seeds, thin skin, often with russet spots. Juicy, fine flavor	Store ripe oranges in cool, dry place With good storage, a small family, eating fruit freely, may buy half a box at a time with safety Without storage, one or two dozen is a safer investment	Minerals Carbohydrate, 10% Vitamin A B C ++ ++ +++

FRUIT AND VEGETABLE CHART — *Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Oranges — *Continued*	California navels have thicker skin, no seeds Buy by count — 120–200 in box		
Oyster Plant Root	Firm, not shriveled	1 bunch for four to six people	Minerals Carbohydrates Vitamin A B C * * *
Parsley	Crisp, curly, fresh color	1 bunch Wash, cut off thick stems, store in covered jar in cold place	Minerals Carbohydrate Vitamin B ++
Parsnips Root	Choose firm roots, not wilted or shriveled	If purchased in quantity, cover with sand 2 lbs. for six people	Minerals Carbohydrate, 15% Vitamin A B C − to + ++ *
Peaches Fruit	Choose juicy ripe fruit Pale, wilted skin indicates leathery fruit, poor flavor Main varieties are White and Yellow with "Free Stones", and "Cling Stones" in both Lemon and Orange "Clings" and Crawford "Free Stones", used for canning	Store in a cool, dry place Will not keep long Should be well sorted Bruised fruit should be used at once For canning buy 1 bushel for 15 quart jars	Minerals Carbohydrate, 10% Vitamin A B C + + to ++ ++

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Peaches—*Continued*	Avoid very ripe fruit if buying for canning Nectarine a smooth-skinned peach		
Pears Many varieties Seckels used for pickling	Choose unbruised fruit Should be gathered and sold before quite ripe Best flavor if ripened in a cool dark closet or drawer Some varieties soften at the core	Store at 69°–70° in dark to ripen Excessive heat causes decay inside of pear Avoid crowding and serve before they grow mealy 1 bushel Bartletts should give 15 quarts canned	Minerals Carbohydrate, 15% Vitamin A B C * + +
Peas	Choose crisp, green pods, well filled Seeds not too large, good color (not yellow)	½ peck for six people Sprinkle and keep cool Cook as soon as possible	Minerals Carbohydrate, 15% Vitamin A B C ++ ++ +++
Peppers Fruit pod	Choose crisp, glossy pods without black spots or bruises Deep pods are best for stuffing	1 served to each person	Minerals Carbohydrate Vitamin A B C ++ ++ +++

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Pineapples Fruit	West Indies grades — "Field pines" "Garden pines" Most Florida fresh fruit good in quality Select yellowish smooth surface, fragrant odor Spines pull out easily and the stem end is slightly soft when ripe Hawaiian Pineapple best canned goods; 8 slices in No. 2½ can	Store at 65°–70° If ripe, they can be cut and sprinkled with sugar 1 medium size pineapple will fill a pint jar for canning	Minerals Carbohydrate, 10% Vitamin A B C + + ++
Plums	Select sweet, juicy unbruised ripe fruit, for eating For canning, choose kind best liked and not too ripe	Store in cool place Plums spoil quickly after they are ripe	Minerals Carbohydrates, 20% Vitamin A B C * * *
Potatoes White Tubers	Choose smooth, medium size Cook sample before buying for winter storage Should cook mealy without hard spots	Purchase by pound, peck, bushel, bbl. or sack Keep free from sprouts in a ventilated bin	Minerals — iron, phosphorus Carbohydrate, 20% Vitamin A B C + ++ ++

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Potatoes—*Continued* Sweet Root	Choose firm, even shape, medium size Avoid green spots and cuts	5–10 lbs. for family use Do not store well Keep in dry place	Mineral—phosphorus Carbohydrate, 20% Vitamin A B C + to ++ ++ ++
Quince	Round and pear-shaped Common varieties "Apple" and "Pear" Apple quince has tender flesh, and extra flavor Large, smooth fruit is choice	Quinces bruise easily Require careful handling if they are stored before using Store as for apples Can with apples to extend the flavor	Minerals Carbohydrate, 10% Vitamin A B C * * *
Pumpkin Fruit	Choose "Sugar Pumpkin" Small, golden, ridged, round	May be stored in cool, dry place for a time 1 will make several pies Do not allow to freeze Keep dry	Minerals Carbohydrate, 10% Vitamin A B C ++ + +
Radishes Root	Choose crisp, fresh color with unwilted leaves	Bunch, 4 to 6 Wash and crisp in cold water	Minerals Carbohydrate, 5% Vitamin A B C − + ++

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Raspberries Fruit	Red, black, and white Red most common Buy only for immediate use They should be full and juicy, not insect stung	Raspberries are very perishable If obliged to keep the fresh berries, they should be kept as dry and cool as possible, and spread out so that their own weight does not crush them	Minerals Carbohydrate, 15% Vitamin A B C * * ++
Rhubarb Stalks	Crisp, pink, slender stalks, fresh color Leaves fresh and not large	Buy 2 lbs. for serving six people Keep in cool place Cook as soon as possible Do not remove the pink skin	Minerals Carbohydrate, 5% Vitamin A B C * * ++
Salad Plants Cress Dandelion Mustard, etc.	Crisp, unwithered leaves Good color	Wash, crisp and wrap in dry cloth Keep in a cold place until ready to serve	Minerals Carbohydrate, 3–5% Vitamin varies with kind
Spinach	Crisp tender leaves, tender stems Clean (not caked with sand)	½ to ¾ peck for six people Remove tough stems and coarse leaves Sprinkle and keep in cold place	Minerals Carbohydrate, 1–3% Vitamin A B C +++ +++ +
Squash Fruit	Select smooth thin skin, good shape, heavy fruit	Summer squash — 1 medium size for 3 people Winter squash by the pound	Minerals Carbohydrate, 10% Vitamin A B C ++ * *

FRUIT AND VEGETABLE CHART—*Continued*

Name	Points of Choice	Care and Amount to Buy	Mineral, Carbohydrate, and Vitamin Values
Strawberries Spring and early summer	Medium-sized berry generally has best flavor and texture Buy only for immediate use Tip the box to see if the berries are of uniform size Choose berries with bright color, and fragrant odor	1 quart box for four people If obliged to keep them, store like raspberries	Minerals Carbohydrate, 10% Vitamin A B C * + ++
Swiss Chard Leaf and Stalks	Crisp leaf, not too coarse	1 peck for six people Keep like spinach	Minerals Carbohydrate, 1–3% Vitamin A B C * * *
Tomato	Firm fruit not too ripe Medium size, round, smooth, not deeply grooved	Keep cold, and unbruised Stand in sun if not ripe	Minerals Carbohydrate, 3–5% Vitamin A B C − to + ++ ++
Turnip Root	Firm fine grain, not withered and corky	1 for six people Keep dry and cool	Minerals Carbohydrate, 10% Vitamin A B C ++ ++ +++
Water Cress	Fresh, bright leaves, no coarse stems	1–2 bunches for six people Wash, clip stems and crisp in cold water	Minerals Carbohydrate, 3–5% Vitamin A B C +++ * +++

CANNED FOOD

Make possible preservation of crop at source.
Cheaper than same foods transported raw.
Add variety to menu with little or no reduction in food value.
Quality graded by packers.

Extra fancy:

Superior quality.
Vegetables, young, perfect shape and flavor.
Fruit, uniform size and color, heaviest sirup.
Special preparation and containers.

Fancy:

Special quality.
Fruit, even size and color, heavy sirup.
Vegetables, young and tender.

Choice:

Good quality and flavor.
Less care as to size and color.
Fruit in medium sirup.

Standard:

Canned as picked.
Uneven size and shape.
Fruit in light sirup.
Vegetables, reasonably good grade.

Sub-standard:

Culls, wholesome food.
Fruit in light sirup.

Pie or water:

Culls or soft fruit.
Packed in water.
Good for made dishes and soups.

Size of cans:

No. 1 — two servings.
No. 2 — four or five servings.
No. $2\frac{1}{2}$ — five or six servings.
No. 3 — six or eight servings.
No. 5 and No. 10 — too large for family service unless part of the contents can be recooked and canned for later use.
No. $\frac{1}{4}$, No. $\frac{1}{2}$, and No. $\frac{3}{4}$ cans are used for special pastes and relishes.

Tests: Read labels on cans for weight or measure of contents.
Try different brands until satisfied with contents.
Watch brands as opened and note points of choice: flavor, sirup, shape, and size of fruits or vegetables.
Compare solid contents with amount of sirup or water in cans of different brands.
Compare flavor and tenderness of vegetables of different brands.
Compare price of same size cans of different brands.
Choose brands which combine the most solid food material with the best flavor at a price which you can afford to pay.
Read labels on cans or bottles for description of ingredients and quality. See that you get the ingredients you pay for and know the amount you are purchasing.

Purchase:

Choose grade best suited to your needs, for example:
(*a*) Broken tomatoes for soup and whole tomatoes for salads.
(*b*) "Telephone" peas for straining and "extra sifted" for table use.
Purchase the largest size cans you can use. It costs less to buy one large can than two smaller ones of the

same brand. Fruit in No. $2\frac{1}{2}$ cans is likely to be larger than that in No. 1 cans.

Purchase as many cans as can be stored and used in a reasonable time.

There is usually a discount on dozen or case lots.

Canned fruit and vegetables are frequently sold at reduced prices just before the new stock comes in. They are still good and buying them saves money.

FISH

Name	Package	Use
Anchovies Rolled Paste	Bottles Tins Tubes and jars	Hors-d'œuvres
Bloaters	Tins	Hors-d'œuvres
Caviar Whole grain Russian	Jars 1–8 oz. Tins 1½–6 oz.	Hors-d'œuvres
Clams	Tins	Chowder Soup Scallop
Codfish Boneless Fibered Flaked	Jars Tins Boxes 1–3 and 5 lbs.	Creamed New England Dinner Fish cakes Hash
Crab Japanese	Tins — 2 sizes	Salad Creamed Sandwiches
Finnan Haddie	Jars 8 oz. Tins ½–1 lb.	Creamed Newburg Scallop
Halibut Smoked	Small jars dry Tins (in oil)	Sandwiches Creamed Hors-d'œuvres
Herring Boned Smoked Kippered Fileted in olive oil	Small jars Tins	Hors-d'œuvres
Lobster Pieces Paste	Jars Tins	Creamed Salad Scalloped
Mackerel In oil	Tins	Hors-d'œuvres
Salmon Red Pink	Steaks, large, small Cutlets, oval tin Tall tins	
Shrimps	Tins	Salad, Newburg
Tuna Fish	Small tins Jars Large tins	Salads Creamed

MEAT

Name	Package	Use
Bacon		
Sliced	Glass Paper cartons (perishable)	Choose fat or lean as preferred
Beef		
Chipped	Glass jars Paper cartons (perishable)	Creamed Frizzled Garnish, with scrambled eggs
Corned	Large or small cans	Cold sliced Hash (plain) Beet hash Sandwiches
Roast	Various sizes	Cold sliced Meat pie Sandwiches
Chicken		
Boned Whole Potted Creamed	Glass or tin Various sizes and weights 8 to 20 oz.	Salads Sandwiches With broth for fricassee Chicken pie Shortcake
Broth or soup	Small cans (concentrated) Larger cans (ready to heat and serve)	Gravies Sauces Soup
Ham	Tins or jar	
Boned Sliced Potted		
Sausage		
Smoked	Tins of 4 to 6 sausages Tins of 6 or 12 oz.	Fried or boiled Roasted
Squabs	Roasted, whole (in tins)	
Tongue		
Whole Potted Pickled	Tins or glass, usually three sizes 14 to 30 oz.	Cold meat Salad Hash Sandwiches

VEGETABLES

Name	Points of Choice	Use
Asparagus	Giant	Salads
Stalks	Mammoth	Hot on toast
Tips	Large	
Color due to time of cutting	Medium	
	Small	
White cut below ground	Expensive vegetable — hand labor	
Green exposed to light	More tips in can than stalks	
Beans		Succotash
Shelled		Many brands improved by additional baking and seasoning
Baked		
String beans	1st grade: short small pods without strings, small seeds	
	Increase in size: tougher, more strings	
	Refugee beans almost stringless	
Beets	Canned usually preferable to fresh in winter	Small sizes best for salads
	Sizes from midget to large	Table vegetable
Corn	"Maine" or "Cream," kernels cut and cob scraped, packed without water	Soup or vegetable
	Whole corn, kernels whole, water packed	Salads or vegetable
Peas	Carefully graded sizes uniform in can:	Use smallest peas for garnish
Early June	"petit"	Sifted or telephone for vegetable
	extra sifted	
	sifted	
Wrinkled (sweet)	Marrow fat large	Marrow fat for puree and soups
	Telephone (large unsifted)	
Tomatoes	Solid pack — nearly whole fruit	Solid packed for salads
Packed in thin own juice	Machine packed less expensive	Machine pack for soups, scalloped dishes, and sauces
Tomato Sauce	Whole fruit cooked, strained, and concentrated may be seasoned	Price depends on quality of fruit used
Tomato Paste		

FRUIT

Name	Points of Choice	Use
Apricots	Unpeeled in halves Peeled — in halves or sliced Weight of sirup Pies	18–40 in No. 2½ can Sauce Ices Gelatine dishes Pies Tarts
Berries		
In tin	Canned as picked Carefully picked over Only large perfect berries	Sauce Puddings Pies
In glass	Best quality berries	
Cherries	Whole Pitted Sour pitted Weight of sirup	Sauce Pies Dumplings Garnish
Peaches	Sliced: color and size of fruit Halves: shape of pieces Whole: weight of sirup	Ices Pickles Salads Puddings
Pears	Halves: size of fruit Color Weight of sirup	Salad Sauce Gelatine desserts
Pineapple	Fancy	8–12 slices in No. 2½ can
Sliced Cubed	Pale yellow fruit Rich flavor Heavy sirup	Salads Desserts Sauce
	Lower grades — lighter sirup, darker color	Pies
Shredded	Imperfect slices	Useful in salads, ices, etc.
Crushed	Very ripe	Gelatine dishes or ices
Plums	Size and shape of fruit	Ices
Yellow egg Green gage	Color Weight of sirup	Sauce Desserts

JAMS, JELLIES, AND MARMALADES

Name	Package	Choice
Apple **Apricot** **Barberry** **Cherry** **Currant** **Gooseberry** **Peach,** etc.	Tumblers 8–12 oz. Jars 15–17 oz. Stone pots 5–6 lbs. Tins 5–10 lbs. Individual	Read labels Inexpensive fruits and sirups sometimes substituted for or combined with name fruit

GENERAL RULES FOR PURCHASE OF GROCERIES

Package goods:

Buy standard goods.

Buy goods branded by packer:

(*a*) Easier to identify grades.

(*b*) You get a standard quality, usually at a standard price.

(*c*) The packers stand behind their branded goods.

Package goods are cleaner, but usually much more expensive than bulk. Buy in bulk unless advantage of package is plainly evident.

A price above the average usually means extra quality or special features.

Decrease in price from the average usually means old stock, overstock, or poor manufacturing conditions. Cash and chain stores sometimes sell standard goods below regular prices because of special selling conditions.

ADULTERATIONS AND PRESERVATIVES

The Pure Food Law does not prevent the manufacture or sale of impure foods.

It does make it possible to tell pure from impure foods.

It requires that the ingredients be printed on the label.

Adulterants may be added to any food, provided:

(*a*) The product is labeled properly.

(*b*) The adulterant is not harmful.

The public must prove the adulterant to be harmful or the law cannot prohibit its use.

The Federal Law applies only to goods sold from State to State.

Goods sold within the State where they are manufactured are subject only to the laws of that State. Study your State food laws.

State laws are often lacking or insufficient. You must then be your own judge of purity.

Adulterated foods often require much label explanation to make their sale legal.

These explanations are frequently blind if read casually.

The more explanation required, the more care should be used by the housewife.

The name of the packer is not apt to appear on impure goods.

There are four forms of adulteration:

Substitution products Make weights	with consequent loss in food value and quality
Artificial coloring Chemical preservatives	which may be a damage to health

All four forms may appear in one food.

The presence of any adulterant means that the product is not first class.

The question of danger in the use of preservatives is a moot one.

The general conclusion is that preservatives do not add to the nutritive value; their use makes it possible to use second quality materials and to cover unclean processes. It is possible to get on without them.

Read labels and reject those products which do not reach your standard.

Judge for yourself whether to buy bulk or package goods. Net weight of contents required by law on every package. Compare price with that of equal weight of same goods in bulk. Increased cost may be balanced by greater cleanliness and convenience.

PURCHASING IN QUANTITY

With sufficient storage available, it is possible to save a substantial amount by buying canned goods in case lots or by the dozen; coffee, dried fruits, etc., in large quantity; butter by the twenty-pound tub; and some dry groceries by the large sack or barrel. Foods packed in large containers are usually cheaper per portion than when purchased in smaller packages, but one should take care not to be so led away by the idea of saving as to purchase beyond the consuming power of the family.

Many groceries deteriorate with long storing, and it is wasteful to eat simply to save, or to store food which the family will not eat until the interest on the money has far exceeded the amount saved.

GROCERY AND HOUSEHOLD SUPPLY CHART [1]

Name	Amount to Buy 2 People	6	Points of Choice	Care in the House
Alcohol	1 gal.	1 gal.	Denatured	Keep in tightly closed container in cool place
Almonds	1 lb.	2–3 lbs.	Buy paper shell or soft or hard shell Best shelled almonds are: Jordan almonds — long, plump, pointed at one end Valencia almonds — flat, round at one end and dull pointed at the other Shelled almonds are little if any more expensive than in the shell	Keep in a jar if shelled; in a tin box or a paper bag if not shelled
Ammonia	1 pt.	1 pt.	Better to make at home 10 parts of water to 1 part of concentrated ammonia	Keep in glass bottle, stoppered, away from heat
Apricots (dried)	1 lb.	2–3 lbs.	Thick fleshy fruit Bulk or package	Keep in covered box or jar in a dry place
Bacon	1 lb.	1 strip	Buy sugar-cured, fat, thick strips More expensive if sliced, but less waste	Keep covered with wax paper and in the ice box

[1] In this chart some items are included which have already appeared in other places; they are listed here because this chart gives additional information or because the articles are usually purchased with groceries, rather than with meat or other provisions.

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People	6	Points of Choice	Care in the Home
Baking powder	1 lb.	5-lb. can	Advisable to buy well-known "regular" brands Does not pay to make it at home Cream of Tartar or phosphate powders good	Keep small amount in tin for immediate use Cover immediately after using Store in dry place
Bay leaves	1 oz.		Buy fresh stock of druggist, if possible	Keep in covered glass jar
Beans (dried)	1 lb.	5 lbs.	Red Kidney, California Pea, New York Pea, Yellow Eyes, Dried Lima, most common Buy current year stock; plump, smooth beans	Keep in cool, dry place, in tight receptacle
Beverages Ginger ale Fruit juices Mineral waters	Dozen or case of whole bottles or splits		Smooth liquid, with or without sugar — to suit individual taste	Cool place, bottles unopened until ready to serve Better to chill on the ice than to add ice
Bluing Ball Bag Liquid	1 bottle liquid 1 package dry		Buy standard preparation	Protect liquid from freezing Store where woodwork and utensils are protected if bottle should be broken

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Bread	1 loaf white 1 loaf entire wheat	Light loaf not too spongy Suit taste as to flavor Choose wrapped loaf	Keep in ventilated box or can in a dry place Watch in damp weather to prevent mold
Buckwheat flour	Package	Be sure it is sweet and not wormy	Keep in cool, dry place, covered
Butter	2 lbs. 5–20 lbs.	Choose sweet butter, not too salty or too highly colored Print butter is 2–5¢ higher in price than same quality tub butter Do not buy renovated butter	Keep in the refrigerator, covered, and in a compartment which is separate from foods with strong odor
Candles	Table candles by box or dozen Plain, by box if used frequently	Choose color, size, and shape as desired	Store in cold place Keep table candles on ice during the day
Canned Goods Meat Fish Fruits Vegetables	2–3 cans Doz. or case #2 cans #3 cans	Choose satisfactory brand and continue its use Choice governed by trial Compare weights of contents and prices, as well as flavor Buy by brand names	Store in cool, dry place. Must not freeze
Catsup and Sauces	1–6 bottles, according to use	Choose uncolored and without preservative	Keep in cool place after bottle is open

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Cereals (Breakfast) Ready to serve Steam cooked Uncooked	1 package each kind used	Watch packages to see that contents are not wormy Cereals in bulk usually cheaper than packages or "ready to serve" Avoid prize packages	Keep in dry place, covered, preferably in jars
Cheese Hard Cream Cottage	¼ lb. to 2 lbs. or package, as desired Package Pint or pound	Each kind of cheese has special characteristics Choose for flavor desired Consistency and flavor depend upon process of manufacture and length of time cheese is cured The terms "full milk", "all cream", "skim milk", etc., indicate the kind of milk used Graded as Special, Fancy, Good, Prime, and Common	Keep in cool, dry place, even temperature Butter cut surfaces to keep from drying Keep Camembert under glass and allow it to soften in a warm room before serving. Cut from the center and push edges together to prevent drying
Chicken Canned	1 small can 2 large cans	Beware of cheap brands	Store in cool place Remove from can at once if opened
Chloride of Lime	1–6 cans	Buy according to need	Keep in dry place Do not open cans until ready to use
Chocolate	1 lb.	Choose good quality of desired flavor Bitter chocolate for cooking	Keep cool and dry Cut in squares for use and store in covered jar

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Citron	¼–½ lb.	Choose pieces not too hard, with rich, clear color	Keep in glass jar
Cocoa	1 lb.	Best color rich brown Dutch process cocoa more soluble, darker in color, different flavor from other cocoas	Keep covered in can or jar in cool place
Coconut	1 pkg. 1 pkg.	Moist pieces, not too dry	Keep covered in a jar in cool place Watch for rancidity
Coffee	1 lb. ground 5 lb. whole Air-tight package	Own choice for flavor Best to buy whole and grind each day Flavor not always dependent on price	Keep tightly covered in can
Cooking fats Corn and cottonseed oils	pt. can g. can	Cooking oil refined (Possible also for French dressing, Mayonnaise)	All have characteristic odor. One not worse but different from others
"Crisco", "Snowdrift", etc.	Buy 1 lb. can usually	Vegetable fats	Keep covered in a cool place
Lard	2 lbs. 5 lbs.	Buy best leaf lard Cheap lards not clean	
Lard compound "Nucoa"	2 lbs. 5 lbs.	Better than cheap lard	

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the Home
Corn meal	2 lbs. 5 lbs.	Common or granulated Bolted Rhode Island (white)	Store in covered can Weevils liable to attack it. Avoid by heating 30 min. in a moderate oven before storing
Cornstarch	1 pkg. 1 pkg.	Own choice of brand	Store covered in dry place
Crackers	Pkg. or can	Plain or fancy Bulk cheaper than package	Keep in can or jar, very dry
Cream of Tartar	1 pkg. ¼ lb. size	Often adulterated Choose reliable brand	Keep in jar
Currants (or Raisins)	1 lb. pkg.	Cleaned. Choose brand by use	Store in jar
Dates	1 lb. 2 lbs. Package or bulk	" Fard " best, molasses cured Dromedary (package) clean, sugar cured Persian (packed) sweet, but dirty	Keep covered Wash and dry before using
Dried fruit Peaches Apricots Prunes	1 lb. 2 lbs. Package or bulk	Choose full fleshed fruit	Keep in dry place, covered Wash well Soak well, cook slowly

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Eggs	1 doz. 2–3 doz. Direct from producer a 15-doz. case may be used Coöperative buying good plan	Clean Brown or white shell, according to preference Full, firm yolk Should not slip in shell Average weight 2 oz. When eggs are expensive: buy "fresh" eggs for table use, processed or cold storage eggs for cooking	Do not wash before storing in refrigerator Keep in cool place, away from strong odors Buy sterile April eggs to put down in water glass for winter use
Flavoring extracts	4 oz. 8 oz.	Buy extracts of trustworthy brands Avoid cheap extracts and "compounds" Look for weight or measure on the bottle	Keep tightly corked in a dark place
Flour Bread	5 lbs. Bag or sack 24 lbs.	Granular, does not cake in the hand, creamy white Good flour makes a dry, elastic dough Poor bread flour makes a soft, sticky dough	Keep on rack or table in moderately cool, dry, light, airy place, free from odors Never freeze. Keep slightly warm in winter 60° F.

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Flour (*continued*) Pastry	Sack Sack	Starchy, white color (If gray, the flour is poor) Smooth to the touch, cakes in hand Dough breaks short	Same as bread flour
Whole wheat Graham Rye flour and meal	Pkg. or small sack Small sack Small sack	Liable to attack by weevils	Store in buckets or cans and keep as other flour
Gelatine	2 pkg. Bulk by lb.	Granulated easiest to use Cheaper to buy gelatine and add sugar and flavor than to buy prepared jelly powders	Keep in covered can in cool place
Ginger Ale Dry	1 case	Choose for quality and flavor	Store in cool place
Honey In comb Extracted Strained	Standard comb or ½ pt. jar	Clover and Apple blossom considered choice	Keep in cool place Extreme cold hardens extracted honey
Junket	1 box		Keep covered
Macaroni Sphagetti Noodles	1 pkg. 6 pkg. Bulk 2 lbs.	Italian and French best flavor American cleaner manufacture	Keep in tightly closed tin boxes in cool, dry place

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Matches	12 pkg.	Vulcan Safety parlor (Avoid sulphur or double tip parlor matches)	Store in tightly closed tin boxes
Milk Dried Condensed Evaporated	Buy in 2½ lb. cans 1 can or by case, small cans	Dried milk should be smooth powder, good odor and color Should be creamy white, smooth, good consistency	Dried skimmed milk keeps better than whole milk Remove from can after opening Keep on ice
Molasses Light Dark	1 gal.	Best qualities listed by place of production, New Orleans Barbadoes, Porto Rico, etc. Ordinary types — Prime, good, fair	Keep in cool place, tightly stoppered in stone jug or jar Watch for ants in summer
Nuts In shells Shelled	2 lbs. 5 lbs. ¼–½ lb. 1 lb.	Buy fresh stock in late fall Meat the same in polished or unpolished shells; the latter cheaper	Store in cool, not too dry place
Oleomargarine	1 lb. 5–10 lbs.	Choose good brand and sweet flavor; color for table use	Keep as for butter
Olive Oil Italian French	Qt. can Gal. can Unwise to buy in bottles, too expensive	Should be golden or straw colored Sweet nutty flavor "Virgin" oil best — first pressing from ripe olives, filtered	Keep tightly covered in dark, cool place, with even temperature

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Olive Oil (*continued*) California		Italian more fruity than French French neutral, softer, more delicate flavor California oil of best quality, growing in favor Poor qualities seldom acknowledged by packers	
Other Oils Peanut Sesame Corn oil Cottonseed	Buy in cans 1–2 qts. according to use May be used for frying	Should be clear and heavy Sweet flavor, and odor	Same as olive oil, tightly corked, in cool place
Olives Green	Qt. Gal.	Spanish best. Yellow green color Very firm flesh Pinkish stone or pit, agreeable flavor	Keep tightly covered in brine Chill and serve without rinsing
Ripe	Qt. Gal.	California and Arizona best. Purplish black color, dark soft pulp. Bland flavor Graded by size — large — 40–50 in a qt. small — 150 in a qt.	Keep as other olives

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Paper			
Household	By roll	Choose tough rather than brittle papers	Keep away from the dust and sun
Shelf	By quire		Rolled or flat Do not fold
Toilet	3 or 12 packages or rolls	Smooth, tough — crêpe or tissue	Store away from dust
Paper cups and plates	Dozen or gross	Choose firm, fine-grain paper, well shaped and large enough for convenient use	Store in heavy paper bags or boxes. Keep free from dust
Paper napkins	Pkg. 100 folded or flat	Choose weight and quality suited to use — picnics, fruit, luncheons	Fold and pack in boxes ready for use
Paraffin paper	Roll or ream	Standard weight for sandwiches, etc. Heavy weight for moist or sticky materials	Keep rolled or flat in convenient drawer or box
Peanut Butter	½ to 1 lb.	Jars or bulk as preferred	Keep in cool place
Peas (Split)	Pt. Qt.	See that peas contain no weevils	Keep in dry place
Pickles	1 or ½ doz. bottles	Avoid preservatives and colorings	Remove scum from top and keep in cool place

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Pimentos	Small can or ½ doz. cans	Sweet, firm and good color	If not all used when opened, change to a covered glass and cover with the oil. Will keep in a cold place several days
Prunes	1–2 lbs. 2–5 lbs.	California — sweet Oregon — tart Choose small size for straining Size indicated by count: Small 40–60 in lb. Medium 20–40 in lb. Large 18–24 in lb.	Keep in box or jar in dry place
Raisins (*See* Currants)	1 lb. 1 lb.	Buy best stem raisin for table use Cleaned and seeded for cooking	Wash carefully and dry without breaking from the stems
Rice Polished Brown Wild rice	2 lbs. 3–5 lb. 1 lb. 1 lb.	Buy unpolished rice when possible. Avoid badly broken rice Commercial grades are Fancy, Head, Choice, Prime, Good, Fair, Ordinary, Common, Inferior, Screenings Wild rice has distinctive flavor	Store as breakfast cereals

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Salad dressing	Small or large jars, depending upon frequency of use	Choose reliable brand seasoned to suit family taste	Keep in the jar in a cool place
Saleratus or soda	1 lb. pkg.	Choose reliable brand	Keep in covered jar
Salt			
Table	Box Box	Should be fine and white	Store in cool dry place, covered
Cooking	Bag or box	Grades: Table salt, Dairy salt	
Ice cream	10 lb. bu.	" Coarse fine " Worcester or Rock	Same as other salt
Sandwich fillings	Small or large jars, depending upon use	Smooth paste Desirable flavor Without preservative *Read label*	Keep cold and in covered jar
Sardines	1 box 12 boxes	Own choice, after trial French, Portugal, or American Grade varies with kind and quality of oil	Keep in moderately cool place
Scouring soap and powders	1–3 cans or cakes	Smooth powder without coarse grit or strong alkali in the soap Rotten stone for steel	Keep in dry place Powders in can with sprinkler cover

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Silver polish	Jar or box	Very fine, soft abrasive No acids. Oil or glycerine good carriers with mild soap	
Sirups Karo Maple Table	1 qt. 1 gal.	Watch label. Word "Compound", indicates blended sirup Often adulterated	Keep in tightly closed can or jar in a cool place Molds easily
Soap			
Toilet	12 cakes 1 box	Choose mild soaps, avoiding strong perfume and high color	Remove the wrapper and store in dry place
General	12 cakes 1 box	Choose a white soap without strong alkali	Same as above
Laundry	1 box Soap Chips or ½ box own choice	Yellow soaps contain resin, added to produce lather	Store in dry place, covered
Soap flakes **Soap powder**	1 pkg.	Choose after trial	Store in covered can or box
Soda			
Baking Washing	½ lb. 5 lbs.		Keep in stone jar or wooden box
Soups	12 cans Small Large	Choose brand after trial	Keep in moderately cool place

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People 6	Points of Choice	Care in the House
Spices	1 pkg.	Choose pure products Standard brands, in original packages if possible Bulk spices liable to be adulterated	Keep in tightly closed receptacles
Starch Laundry	1 pkg. 6 pkg. box	Elastic Loose	Keep covered
Steel wool Several sizes	1 pkg. #00 1 pkg. #0 or #1		Keep in open jar or paper carton in dry place Use care to prevent cutting fingers
Sugar	5 lbs. 10–20 lbs. 1 lb. 2 lbs. 2 lbs. 3 lbs. 1–2 lbs. or boxes	*Fine granulated* Never buy coarse sugar for fine cooking or table use *Powdered* For table use *Confectioners* For frosting *Loaf sugar* Many kinds and shapes — cubes "Domino", cut loaf, etc. Domino may be had in half size Choose by trial Choose size best suited to use	Store in dry place and keep covered Sugar wastes, so should be purchased in amounts adapted to size of family

GROCERY AND HOUSEHOLD SUPPLY CHART (*Continued*)

Name	Amount to Buy 2 People	6	Points of Choice	Care in the House
Tea *Kinds* *Quality* Green Pekoe Black Orange Pekoe Oolong Souchong	½ lb. Packages, loose or tea balls	1 lb.	Best test, flavor when brewed Best qualities have small leaves, more or less tightly curled India and Ceylon teas generally stronger than China and Japan Tea deteriorates with age	Store in a moderately cool, dry place Closely covered in air-tight box or jar
Vinegars	1 qt.	1 gal.	Cider, white, or tarragon according to flavor preferred	Keep in moderately cool place
Wax Floor	1 qt.	1 gal.	May be prepared at home. Liquid wax, "Butcher's" wax, both good	Keep covered
Whiting	½ lb.		Extra fine	Keep covered from dust
Yeast	1 cake moist 1 box dry		Fresh, moist cake Creamy, olive color No spots, breaks clean Mixes to liquid with teaspoonful of sugar Dry yeast if far from supply	Keep in cold place, wrapped in tin-foil Keep covered and dry

MILK

Choose your dealer carefully.

Visit the dairy if possible; see conditions.

Get a report showing quality and cleanliness of milk.

Be willing to pay for clean milk. Clean milk cannot be produced at a low price.

Read bulletins on milk production and care, issued by Federal or State Government, Colleges of Agriculture, and State Boards of Health.

Remember to take in the milk as soon as possible after it is delivered.

Bottles of milk should not be left where animals can reach them.

Milk should be kept cold at a temperature of 50 degrees or lower.

Bottles should be washed before going into the refrigerator.

Wash the top of the bottle before opening.

Do not return milk from the table to the bottle of cold milk.

Do not leave milk out of the refrigerator one unnecessary minute.

Never use milk bottles for anything but milk.

Return the bottle clean.

Grades of milk:

Raw or market milk.

Pasteurized milk.

Certified milk.

To insure adequate supply of minerals and vitamins

Provide at least one quart of milk each day for each child, and one pint of milk for each adult. This may include the milk used in cooking

PART II

HOUSEWORK RULES AND DIRECTIONS

INTRODUCTION

Directions for the care of the house may be developed to fill several books. This manual is intended to furnish details of method and technique rather than of the theory and science involved in housekeeping. The needs of housekeepers who cannot procure every modern utensil are recognized, and directions are given for the care of houses not completely equipped with electric and gas appliances or modern plumbing.

The purpose has been to indicate different methods which are possible; but to go into no more detail than is necessary to make clear to the inexperienced worker what are the results desired, the methods, utensils, and precautions to be used, in order to accomplish the work without undue strain or the use of too much time. The ideal is given; alternatives are often suggested.

The rules for waiting on table are as simple, concise, and definite as possible. It has seemed desirable to indicate different ways of serving. These variations are not allowed to interfere with the definite plan which is carried through the whole set of directions. There are other books which treat in detail each method of serving and each step in dining-room work. These outlines, if followed, will give a smooth, dignified table service without requiring too much effort from one maid. The directions are simple and if studied step by step the untrained maid should be able to follow them.

CHAPTER V

THE KITCHEN AND KITCHEN PANTRY

CARE OF KITCHEN AND KITCHEN PANTRY

Daily care:

Empty and wash small garbage can.
Sweep and dust.
Wipe, wash, or scrub work tables and shelves.
Wipe or wash the floor when necessary.
Clean the range and gas stove. Brush out the oven.
Wash and scrub the sinks.

Weekly care:

Special attention to gas burners and ovens, floor, tables, refrigerator, shelves, and food containers.
Disinfection of yard garbage can.

Monthly care:

Brush the walls.
Clean under the oven of the coal stove.
Special attention to shelves and cupboards; if the dust is kept brushed off, washing can be done less frequently.

Seasonal care:

Wash the walls and storage shelves and cupboards.

COAL RANGE

Advantages:

Heats the room in winter.
Slow heat available without increase in cost.

Disadvantages:

Creates dust.
Overheats room in summer.
Oven heat variable.
Heat continues when no longer required.

Choice

In choosing look for: a range which is plain, with little or no nickel or ornament.
A simple, clean arrangement for removal of ashes.
A convenient opening for cleaning the flues.
An eight-inch cover is more convenient than smaller ones, and one should be sure that the oven is the size suitable for her needs.

Construction and Parts

A metal or iron box with a smaller box at the end. Some built-in ranges have small boxes at each end.

Flues:

Both boxes are surrounded by a larger box, with air spaces, called flues, between.

Fire box:

The small box opens at the top into the air space; and is divided horizontally by a grate.
The top part is called the fire box.

Ash box:

The lower part is called the ash box.

Oven:

The large box, called the oven, is surrounded by air spaces on top, side, and bottom.

Water connection and lining:

Coils of pipe or metal front for water in fire box — other sides of fire box are usually lined with fire brick.

Chimney damper:

A flat plate, which when shut nearly closes the space opening into the chimney — when CLOSED the heat goes round the oven and heats it; when OPEN the heat goes directly up the chimney — the fire burns more rapidly but the oven does not heat. These dampers may usually be CLOSED in 10 to 15 minutes after the fire is started.

Drafts:

Doors or slides below the fire box which, when open, allow a strong current of air to pass up through fire; and if the chimney damper is closed the oven heats quickly. When the drafts are closed the fire burns more slowly, as most of the air is shut out.

Checks:

Slides in the small door above the fire box and in the chimney pipe which, when open, let cold air in on top of the fire, force the heat back and deaden the blaze.

Facts to remember:

There must be free circulation of air through the fuel — air spaces between the paper, wood, and coal.

Air entering the stove under the fire causes an upward draft and makes it burn faster.

Lack of air under the fire checks it.

Cold air over the fire checks it.

With the draft and the chimney damper open, the fire burns fiercely, the top of the stove grows very hot, but the oven is not heated.

Proper use of checks and drafts will control a fire.

Ashes in the pan when you start a fire will absorb the heat at first.

When the fire has burned dull red or white the coals are exhausted — burning to white heat melts the coals, makes clinkers, and injures the top of the stove.

Clinkers may be removed by burning oyster shells or quicklime on top of the fire.

If the top of the stove gets red hot, the covers will warp.

Shaking packs an old fire down and stops the draft.

Raking from below or turning a revolving grate removes the ashes without packing the fire.

Too shallow a bed of coals won't burn well.

Coals above the fire-box lining waste heat and injure the top of the stove.

A hard-coal fire must not be poked from the top.

NOTE. Oil burners may be installed in coal ranges, eliminating many of the disadvantages and much of the difficult care required by a coal fire.

Care:

Rubbing the stove with slightly greasy cloth will keep it looking well and prevent the need for blacking.

Keep the water pipes in the fire box free from ashes.

Brush the ashes from the top of the oven often, at least once a week.

Clean flues under the oven frequently.

GAS RANGE

Advantages: Quick heat always available.

No dust, clean fuel.

Oven control possible.

No heat when not in use.

Disadvantages: Deadens the air of the room.

Careless lighting or choked burners cause soot.

Danger from escaping gas:

a. Leaks in joints.

b. Flames easily blown out if gas is turned too low.

CHOICE

Best: Cabinet range with oven on the level with the eye at the side of the top cookers. There is no adequate

reason except lack of space for having the oven so low that one must stoop to it. Oven should be well insulated with automatic control.

Second choice: Same type range without automatic control.

Third choice: Box range with oven below the top cookers.

NOTE. *Caution:* when using compressed, artificial, or other tank gas, be sure that installation is in accord with best-known practice and follow exactly the directions for use.

Most modern ranges have oven heat regulators, which:

Automatically control amount of gas burned.

Save gas and permit satisfactory results with less care and guesswork.

Some of the new stoves have "crown tops" which spread the flame, heat larger surface, and save gas.

Most ranges now have pilot lighter for top burners.

Burners should be removable so that they can be cleaned easily.

USE AND CARE OF GAS RANGE

Learn the position of the supply pipes and burners. Be sure there is an outlet to the chimney.

Learn where the gas cocks are and which way to turn them to open and close. (Handles should turn to the right to shut off the supply.)

Burners have an opening or valve in the pipe to admit air. These should be adjusted so that the flames will be clear.

If the gas burns yellow, with a roar and bad odor, it has too much air; close the air valve. If yellow and smoky, it has too little air; open the air valve until the flame burns clear. Proper adjustment *saves* gas.

To light a burner, light a match and hold it away from the stove.

Open the cock in the burner pipe and apply the match or taper.

Do not apply the match before the cock is open, as the gas is liable to light back in the pipe.

Gas should burn a clear blue with orange light at the tips of the flames. If it splutters and burns yellow, it has lighted back, will not heat, will smut, and should be turned off and lighted again.

Light the top burners when ready to use them.

Do not waste gas; when a small, low flame will do, use it. When water boils turn the flame as low as possible to continue boiling. Use the simmering burner whenever possible. It gives enough heat to continue cooking which has been started on the large burners.

Gas should burn so as to strike the bottom, not the sides of the saucepan. Place the saucepan over the center of the flame. Use saucepans of a size suitable for the burner — do not use small saucepans on large burners.

Turn off the gas before removing the saucepan from the stove. Never let the gas burn an instant unless in use, or to heat the oven.

Matches are cheaper than gas.

Use light-weight dark-colored utensils for quick cooking; heavy-weight utensils heat slowly but retain heat.

Keep the holes in all the burners clear. If food boils over, removable burners may be boiled out in a solution of washing soda, two tablespoons of soda to a gallon of water. A stiff brush or coarse wire will clean holes which are clogged. Keep the pilot lighter free from dust and bits of food; see that it does not go out when ovens are lighted or all top burners are in use.

Clean the tray under the burners every day.

A paper over the tray is dangerous, as it catches fire easily.

Rub the range with crumpled newspaper to remove spots. Wash or scour off anything the paper will not remove.

Rub with a cloth with a few drops of kerosene to remove rust, and then with a slightly greasy cloth to blacken. Use blacking only in extreme cases, and never on the gas burners.

Report a gas leak at once, and frequently, until repaired.

Use and Care of Gas Oven

To light the oven burner, close the oven cocks tight — open the oven doors (important)— open the pilot cock and apply the match through the hole made for the purpose. Open one oven cock, then the other; when both are burning clear, close the pilot cock.

Light the oven burners five minutes before using for broiling or roasting; five to ten minutes for baking or roasting. Reduce the heat when the oven is hot. One burner may often be turned out entirely.

Leave a space between pans and the sides of the oven for free circulation of heat.

Do not place one container directly over another for quick baking.

Use small baking sheets for cookies and biscuits. The sides of a pan or large sheets which fill the oven interfere with the circulation of heat.

Keep the oven clean and dry. Leave the door open until oven is cold; food odors disappear and the oven rusts less.

A gas plate and portable oven will do very good work at comparatively small expense. It is well to have a portable oven to use on a gas range for a small amount of baking.

ELECTRIC RANGES

Advantages: Convenient, efficient, and clean.

No dust, soot, or smoke on *utensils* or in the room.

Little or no heat in the room.

Quick control in broiling, even baking heat.
Saving in food shrinkage and flavor.
Economy through the use of stored heat.
Possibility of saving time and attention by use of automatic features.
Vitreous enameled finish, easy to clean.

Disadvantages: Comparatively expensive "fuel."

Choice

Choose standard make.
Serviced in your community.
As efficient as you can afford; automatic, semi-automatic, or without automatic control.
Remember that "features" increase the cost. Don't pay for automatic features if you never intend to use them.
Fundamentals are:
Good oven insulation.
Sufficient oven wattage.
Enough heating space on the surface.
Wiring heavy enough to carry sufficient current.

Two types: Box range — oven below outside heating units.
Cabinet — oven at side or above outside heating units.
Choice depends upon:
Space available.
Height and convenience of worker.
Cost a consideration.

Finish:

Black or colored enamel (painted).
White or colored vitreous enamel (baked on).
Small amount of nickel (or none).

Construction

Two types of outside cookers:

a. Open coil: Heats more quickly, burns itself clean. May burn out if liquids boil over.

b. Closed or solid type: Heats more slowly, holds heat longer, does not burn out when liquids boil over.

Ovens. Four types:

a. Without automatic features
Current must be turned on and turned off when desired temperature is reached.

b. Semi-automatic
Like above, but signals when desired temperature is reached.

c. Half automatic
Current must be turned on and dial set, current goes off when desired temperature is reached.

d. Full automatic
Dial set at desired temperature and clock set at determined time, current turned on and off by thermostat when clock registers time and dial hands register desired temperature.

Construction:

Heating units must be large enough to heat oven quickly — 2000 to 3000 watts necessary.

Ovens must have well-insulated walls and should be large enough to hold several utensils.

Use and Care of Electric Range

Use:

Study directions which come with the range.

Cost varies with skill in control.

Utensils:

Half-round or triplicate utensils save oven space and divide top cooker heat.

Covered utensils save electricity and time in cooking.

Utensils should be flat bottomed and as large in diameter as the heater surface.

Do not allow food to boil over on an open coil unit.

Plan menus to use oven to capacity.

Distribute utensils evenly in the oven.

Do not crowd the oven so that utensils touch the walls and impede circulation of heat.

The broiler unit may be used with the bottom unit to preheat the oven quickly.

Use broiling unit only while preheating the oven or for broiling.

To use the broiling unit place the broiler as near the heat as possible. Sear the meat on each side, turn the switch to medium or low. Lower the broiler in the oven.

Follow carefully the manufacturers' directions for use of automatic control.

Care:

Protect the heating elements from metal contacts.

Do not allow grease to stand on the cooking surfaces or in the pan under the top cooking units.

Clean the entire range every week — open-type heating surfaces should be heated until spilled food chars — then turn off current and when cool brush with stiff brush.

Remove oven equipment and clean enameled oven lining with soap and water or fine steel wool.

If oven lining is not enameled prevent rust by rubbing occasionally with a cloth dipped in mineral oil, then turn on the current until the oil is cooked into the lining.

Leave the oven door ajar after use to allow it to dry out and odors to escape.

Do not wet the heating units. Wipe with damp cloth or brush with stiff whisk broom.

Clean the top of a black stove with kerosene and wipe with a dry cloth.

Use metal polish for nickel trimmings.

KEROSENE AND GASOLINE STOVES

Advantages: Heat quickly available, and easily stopped, stove easily installed, and fuel readily obtained.

Disadvantages: Possibility of odor when first lighted and when turned out.

"Exhausts" air in room.

Burners turned too high will smoke.

Fuel supply must be watched.

Types:

a. Direct burning of the oil brought to the burner by a wick. Utensils set close to the burner.

b. Oil brought to kindler of asbestos, oil mixed with air turned to vapor by heat, lighted gas carried to utensil.

c. Formation of gas by lighting a priming fluid and heating burner before fuel is turned on, gasoline usually used as priming fluid and kerosene or gasoline as fuel.

Use and Care

Study the stove, read directions carefully, light, regulate, and turn out the flame several times before trying to use the stove for cooking.

When first lighted watch until the flame is at full height; then adjust.

Clean the surface of the stove every day. Keep the stove absolutely free from dust and bits of charred wick and food.

Clean thoroughly, often. Be sure that no oil gathers on the outside of the burners or flame spreaders. Clean all perforated parts with a stiff brush. Scrape if necessary.

The stove must stand level.

Do not fill oil container quite full. It should be filled

every day if used. *Never* allow it to burn dry. Watch for leaks and remedy at once.

Clean the wick according to special directions for each stove; cut off the loose ends, but do not trim the wick with scissors.

If the flame dies down when the tank is full of oil, it is because the wick is short, or the feed pipe from the tank to the burner is clogged.

CAUTION: When using the gas type of kerosene or gasoline stove, follow directions exactly. There are dangerous possibilities of fire if rules are not carefully followed.

FIRELESS COOKERS

May be homemade. Use care to prevent overheating of insulating material, which may take fire from heating stones or utensils if not properly protected.

Ready-made fireless cookers are more expensive, more convenient, easier to keep clean, more completely insulated and thus less dangerous.

Use:

Best suited to foods which require long, slow cooking.
Baking or other quick process not so desirable.
Frying not possible.
Follow directions from manufacturer.

KITCHEN SINKS

CHOICE

Choose the material best suited to the type of house.

Place in front of a window if possible, with a shelf or draining board each side.

The space under the sink should be open.

See that the sink is set high enough for the worker, the bottom of the sink even with the flat hand when the worker is standing erect, with arms straight down in

front and the hand turned flat at right angles to the body.

Iron (not a desirable choice):

Rusts easily. Scrub, scour, and scald frequently.

Soapstone:

Inexpensive, soft, absorbent, hard to clean.
Do not chip or break the surface.
Keep clean: use hot water, soap, and a brush.
Avoid coarse friction.

Slate:

Non-absorbent, easy to clean, very satisfactory.
Expands and contracts — may crack.
Use caution about sudden change of temperature.
Clean as for soapstone.

Porcelain lined:

Must be kept clean without hard scouring; kerosene will usually remove spots. Stains and chips easily and will not stand careless, hard wear.

All porcelain:

Expensive, will break or chip — attractive, must be cleaned with soft friction or kerosene. Durable if used with care. Stains easily.

Use and Care of Sinks

Keep the pipes free from bits of food. Use a strainer in the sink.

Avoid greasy water. Wipe the grease from dishes before putting them in the dish water.

Wash the sink with *hot, soapy water* each time it is used for washing dishes, and rinse with cold water.

Scrub the sink once a day. Rinse with much hot water. Follow with cold water.

If the pipes are stopped, use a solution of potash which makes soft soap of grease.

Process with potash:

Dissolve a can of potash in 2 qts. of cold water.
Warm the pipes with boiling water.
Pour in the potash solution.
In half an hour, pour down much boiling water — and *rinse well.*
Avoid letting the potash touch the hands or wood.
Do not inhale the fumes of the potash.

REFRIGERATOR

Choice

Look for well-insulated walls with tight joints.
A possible temperature of 40–42 degrees.
Good circulation of air currents.
Smooth, easily cleaned, non-absorbent lining.
Select a size proper for your needs.
For construction of refrigerator see Lyndes' "Household Physics."
Electric or gas refrigeration desirable:

a. Separate motor with old refrigerator box.
b. Complete unit. *See* page 221.

Use and Care

Stand in a light well-aired place. Outside conditions should not materially affect the inside temperature, unless the door is left open.
If the door is left ajar the hot air goes into the refrigerator and raises the temperature.
Do not connect with the regular drain pipe unless well trapped and carefully watched.
May drain into a pan or a special pipe which leads out of the house and discharges at some distance on loose stones, or has a flexible end so that the direction of the discharge may be changed frequently.
To get the best service keep the ice chamber full of ice.

The air in the box is then cold all the time and the ice melts less rapidly.

Do not cover the ice with paper or blanket — it prevents good circulation of air currents and raises the temperature of the refrigerator chambers. What is saved in cost of ice is lost in refrigeration.

The coldest, driest part of the refrigerator is the first chamber into which the air passes after cooling on the ice. Place the milk and butter in this space, and keep them covered.

Food with a strong odor should be covered and kept in the upper part of the last chamber in the air cycle.

Do not use the ice chamber for food; it is likely to absorb odors and the temperature is no lower than in the next compartment if the circulation is right.

Do not put warm food in the refrigerator; it raises the temperature and increases the ice bill.

Use only inexpensive dishes in a refrigerator — fine china or glass may be broken or chipped.

Wipe the shelves at once if any food is spilled.

Never allow food to stay in the refrigerator long enough to spoil.

Watch that food does not touch the sides of the food chambers and dry on.

Do not allow left-overs to collect.

If the lining of the refrigerator is broken have it repaired at once.

Whenever ice is to be put in, remove the small pieces and wipe out the ice chamber. Wash the new ice and replace the old piece.

Keep the shelves and walls of the food chambers clean every day. When food has spilled and dried on the shelves, clean the whole chest and air it thoroughly.

Keep the doors closed tight except when absolutely in use or cleaning.

When using the refrigerator for the first time in a season clean it and put in ice several hours before any food is placed in the food chambers.

To Clean the Refrigerator at Beginning of the Season

Remove the ice racks and wash and scrub thoroughly.
Scrub the ice chamber and rinse with boiling water.
Remove the waste pipe and trap if possible, and scour both inside and out; rinse with boiling water and replace the pipe.
If the trap is fixed, brush or swab it out and scald with strong soda water.
Replace the racks, fill with ice, shut the doors tight, and wipe the outside.
Scrub the drip pan and replace it.

Food Chambers

Remove the rack, wash and scrub with hot soapsuds or soda water.
Use a *brush*. — Rinse with hot water and dry thoroughly.
Scrub the top, bottom, sides, and the inside of the door of the food chambers. Use a skewer for corners and angles.
Rinse with hot water and wipe dry. Leave open to the air until cold.
Wash the sill where the door closes.
Replace the racks. Close the doors tight.
Chill thoroughly before it is used for food.

Disposal of Kitchen Waste

Burn all you can.
Have small garbage cans for use in the kitchen and pantry. Empty these each day, or oftener, and wash carefully.
Keep the garbage separate from the other waste and in a covered can.

Wash and disinfect the cans every time they are emptied. A paper in the bottom makes this easier, but local laws may prevent the use of paper with garbage.

Dry waste should be kept in barrels and emptied by the city, burned in proper cages, or taken to the public dump.

Empty tin cans should be rinsed, to remove all traces of food; drained, to prevent possible breeding places for mosquitoes; and the covers pressed back into position so that animals will not get caught in the cans.

Ashes should be stored separately from other waste.

Use covered barrels when placing waste on the sidewalks for collection.

Consult the local laws in regard to the collection of ashes, waste, and garbage.

If the city collects garbage and waste, report at once any failure to collect at the usual time.

Disposal of garbage in the country is often a serious problem.

If buried in compost heap or sand, cover deep enough to keep away animals.

Difficult to burn without combining with much dry waste.

WASHING KITCHEN DISHES AND UTENSILS

Equipment:

Sinks or pans for washing and draining utensils.
Soap, steel wool, scouring powder.
Dishcloth and dish mop (if worker will keep it clean).
Sink cloth.
Dish scraper.
Small garbage pail and sink drainer.

Dishes

Rinse and wash as soon as through using them.

If this is not possible, soak in cold water all dishes which have been used for batters, milk, or eggs.

Soak other dishes in hot water.
Greasy dishes should be wiped with soft paper.
Never put grease or bits of food into dish water or into the sink.
Use a dishcloth and clean, hot, soapy water.
Wash and rinse carefully. Scald and allow dishes to dry in the drainer.
Wipe with clean towels if they must be put away at once.

Cooking Utensils

Scrape or remove bits of food with fine steel wool.
Remove grease with soft paper.
Put washing powder or soda and cold water into roasting and baking pans and stand on the stove to boil.
Wash with soap and hot water, using a cloth.
Rinse with boiling water.
Dry with a towel and stand on the shelf at the back of the stove.
Never put away any utensils until perfectly dry.

Agateware:

Soak well and boil if necessary.
Scour stains with fine scouring powder or steel wool.
Dry with a towel. If the towel is discolored the utensil is not clean.

Aluminum:

Use mild soap and hot water.
Do not use soda, soap powder, or ammonia; a little weak acid of any kind will brighten aluminum.
Boiling with fresh water will soak off any food.
Be careful not to bend or dent aluminum.

Ironware:

New ironware should be greased with mutton tallow and heated slowly.

Iron muffin pans should be cleaned with a damp cloth and only washed when absolutely necessary.

Dry ironware in the open oven or on the back of the stove.

Tinware:

If new tinware is greased slightly and warmed slowly without burning, it will not rust so easily.

Dry tin thoroughly or it will rust.

Do not try to keep tinware bright; it is an unnecessary waste of time and material; keep it clean and dry.

Woodenware:

Wash in hot, soapy water. Rinse in clear, hot water.

Wipe with a dry towel, then dry in the sun or air. Fire heat is apt to crack wood.

Scrub pastry and meat boards, and chopping bowls, using a brush and scouring powder. Rinse in clear, hot water and dry.

Soap turns wood yellow.

Bowls which retain odor should be soaked in hot soda water, 1 teaspoonful soda to 1 qt. of water.

Teakettle:

Empty and allow it to dry when not in use.

Keep the outside polished and free from smoke and grease.

Tea and coffee pots:

Rinse in cold water.

Wash in hot water.

Scald, dry, and leave open.

Egg beaters:

Rinse, clean, dry, and hang up as soon as through using.

Never put an egg beater to soak and never let the cogs get wet.

Bread box:

Twice a week or oftener empty and remove all crumbs; wash with soap and hot water.
Rinse with boiling water.
Dry and air in the sun if possible.

Nickel:

Clean with silver paste or whiting and alcohol.
Wash always in hot, soapy water and dry at once.
Do not let nickel stand where steam can condense on it.

Milk bottles:

Rinse at once with cold water and leave filled until ready to wash.
Wash in hot soapy water, drain, and turn sidewise in a pan of clear scalding water.
Never use milk bottles for any other purpose than to hold milk.

Steel knives:

Wash, scour with powdered Bath brick or scouring powder, using a large cork or a cut potato to scour with.
Wash again and dry at once.

Precaution:

In all scouring, whether of woods or metals, use a damp cloth or scouring utensil, not a wet one. Too much water prevents the frictional material from taking hold and the work is worse than useless. Fine steel wool is an effective cleaning tool.

KITCHEN TABLES, SHELVES, AND FLOORS

Wooden tables and boards (unpainted):

Use hot water, scouring powder, a brush, and two clean cloths.
Wipe the table with a cloth wet in clear water.

Sprinkle scouring powder on the brush and scour with the grain of the wood.
Rinse with clear water.
Wipe with a dry cloth.

Varnished or painted tables:

Wipe with a damp cloth.
Use *soft friction* to remove dried food or spots which do not yield to a damp cloth.

Zinc table:

Use Bath brick for scouring, brighten with weak acid.
Kerosene cleans zinc well, but is not safe when food is to be prepared on the table.

Kitchen closets:

Remove everything from the shelves, dust and cover articles.
Wipe the shelves with a damp cloth.
If the shelves are unfinished, scrub as for the kitchen table.
For finished wood, use mild soap and rinse and dry quickly.
Wash empty jars; dry perfectly.
Wash and air the bread box.
Replace the contents of the shelves in order — the articles used most on the front of the middle shelves.

Kitchen floors:

Unpainted:

Sweep (using a hair brush).
Wipe up the dust.
Scrub small sections at a time.
Rinse and wipe dry.
Change the water often.
Use soda or soap and fine abrasive for grease spots.

Varnished or linoleum covered:

Sweep (using a hair brush).

Wipe up the dust.

Wash small sections at a time, using little water and mild soap; rinse and wipe dry.

Linoleum wears better if varnished when new and waxed lightly once a week after washing.

CHAPTER VI

THE DINING-ROOM PANTRY AND DISH WASHING

CARE OF DINING-ROOM PANTRY

Equipment:

Sinks or pans for washing and draining dishes.
Soap shaker.
Dishcloth, sink cloth, and dish mop (if the worker will keep it clean).
Dish scraper.
Silver cleaning materials — brush and cloths.
Trays — for dishes.
Small garbage pail.

Care:

Keep the pantry free from scraps or crumbs of food.
Empty and wash the garbage pail after each meal.
Arrange the dishes so that those used most frequently are nearest the kitchen slide or dining room where they are to be used. Example: serving dishes which must go to the kitchen near the kitchen slide; glasses, etc., near the dining-room door.
Keep the dishes in their proper places on the shelves.

Table linen:

Keep the linen in orderly piles, all of a pattern and size together.
Doilies may be arranged in sets as they are to be placed on the table, but otherwise sizes should be sorted and kept flat.
Large doilies may be rolled, but should not be folded or rumpled.

Never use soiled or rumpled doilies on the table.

Remove fruit stains at once by stretching the stained part over a bowl and pouring boiling water through it from a height of eight to ten inches.

Do not tuck soiled table linen into a drawer; mice are apt to find it. It is likely to be forgotten until needed for use.

The last table linen washed should be placed at the bottom of the pile, so that the pieces will be used in turn and the wear will be even.

DISH WASHING

Order:

(*a*) Kitchen utensils, greasy dishes, silver and china, glass.

(*b*) Glass, silver, china, greasy dishes, kitchen utensils.

(*a*) requires more water; necessitates at least four changes. (*b*) the water is changed less frequently and is thus less sanitary.

Preparation:

Remove scraps of food, wipe greasy dishes with soft paper.

Pile according to kind.

Stand silver in cold water, kinds separate.

Arrange in order to be washed.

Have plenty of hot water, soap, and clean towels.

Utensils: [1]

Two pans or pantry sink.

Wire drainer or rack (ROUND, fits pan — saves hot water).

Soap shaker or holder for soap flakes.

Dish mop (not desirable unless the worker is very particular to keep it clean).

Two dishcloths.

[1] For electric dish-washer see page 223.

Towels which absorb water and do not lint.
Deep saucepan for silver.

Materials:

Soap (mild) or ammonia may be used for glass and silver.
Soap powder or washing soda.
Hot water *ad libitum.*
Silver polish, metal polish, Bristol brick.
Fine, smooth scouring powder.

Method:

Fill both pans with hot water; add soap to one, leave the other clear.
Arrange the dishes in piles in a convenient position.
Wash each piece and dip in the pan of clear water.
Place on edge in the drainer.
When the drainer is full, place it over the second pan.
Rinse the dishes with very hot water. (It must not be boiling hot for very fine china.)
The ideal way is to have the second pan large enough so that when the drainer is placed in it the dishes are submerged for a moment in the hot water; then the drainer is raised and the dishes stand a moment to dry.
A slight polish, with a clean dish towel, is all that is then necessary before putting them away.
Failing the ideal, the next best is to pour the hot water slowly over the dishes as they stand in the drainer.
If dishes can be packed in the drainer so that they will drain dry without wiping, it is a desirable method to follow — it saves towels and work and is more sanitary. Cups and deep dishes must be inverted in the drainer as soon as they are scalded or they will not dry.
Be sure all towels are clean and dry.

To wipe dishes hold them in the left hand with a clean dry towel between. Wipe with the other end of the towel.

Never let the hands touch the food side of a dish when wiping or putting away.

Glass:

Wash in hot, soapy water and dry at once with a fresh towel. Do not drain or rinse if you wish glass to sparkle. Do not use strong soaps.

Cut Glass:

Wash each piece separately in warm water with ammonia; rinse and dry at once.

Breakage is often due to sudden changes of temperature. Place glass dishes in the water sidewise.

Knives:

Hold knives in the hand and wash. Expansion and contraction from heat and water cause wooden handles to loosen and ivory to turn yellow.

Silver:

Avoid scratching (mineral soaps and scouring powder).

Wash kinds SEPARATELY. Hold a few pieces in the hand and wash.

Use hot soapy water and rinse with boiling water.

Then dry and polish by rubbing with a clean, dry towel.

China:

Rinse cups, bowls, and pitchers with cold water.

Wipe greasy plates with soft paper.

Wash in moderately hot water with PLENTY of mild soap (except for gold band).

Place in a rack. Scald, stand to dry, and polish with a clean, dry towel when putting away.

Cautions:

Keep the water hot, soapy, and clean. Use mild soap.

Use a clean dishcloth.

Never use a dishcloth for any other purpose than washing dishes.
Keep one dishcloth for the finer dishes.
Boil the dishcloths frequently to keep them white.
Use clean, dry towels.
If rinsing water is hot enough there will be less need for towels.
Never allow the hands to touch glass, silver, or china which you are wiping or putting away.

TO CLEAN SILVER

If always washed carefully in clear soapy water, rinsed in very hot water, and wiped dry, silver will not require frequent polishing.

Materials:

Silver paste, powder, or soap.
Water or ammonia water.
Soft cloths.
Brushes.

Method:

Apply the cleanser, using a soft cloth.
Use a brush for engraved pieces.
Rub discolored spots especially.
Wash carefully in hot soapy water, scald and wipe dry.
Polish with a soft flannel cloth.

NOTES:

Silver is brighter if wiped directly from clean, hot, slightly soapy water. There is no taste of soap.
If preferred it may be scalded with clear water.
Silver may be boiled in a bright aluminum pan or in a pan with several small pieces of zinc in it, or in a special silver pan, with salt and soda. These methods clean the silver but do not polish it. If accustomed

to polished silver, do not expect to be satisfied with the appearance of silver cleaned in this way.

TO WASH DISH TOWELS

Wash the dish towels at least once a day.
Wet in cold water.
Rub with soap.
Wash in hot water.
Rinse well.
Wring dry, stretch smooth, and hang evenly, out of doors if possible; if not, on a rack in the air and light.
Towels should be boiled or sent to a commercial laundry when the daily care fails to keep them white.

CHAPTER VII

THE DINING ROOM AND TABLE SERVICE

CARE OF THE DINING ROOM

Air the room.

Dust the mantel and large plain surfaces of the furniture, so that the room shall not appear to be dusty and uncared for.

After breakfast is cleared away give the floor a thorough cleaning and when the dishes are done dust the room carefully.

After each meal leave the rugs, furniture, and floor free from crumbs, the furniture in place, and the shades even.

TABLE SETTING

Dust the table and place doilies at each place. If a cloth is to be used, cover the table with a silence cloth or pad.

If a cloth is used, place it folds up, the center of the cloth in the center of the table, the folds straight with the table.

If possible have flowers, a fern, or a plant in the center of the table.

For formal service a place plate may be laid for each person, always placing them opposite each other.

The place plate and silver are called a cover.

If place plates are not used, the silver indicates the cover.

Silver:

Lay knives, forks, and spoons, for each person, the ends of the handles half an inch to one inch from the edge of the table, the number corresponding to the courses

to be served. The pieces to be used first placed on the outside.

The dessert silver may come with the dessert. (The table is then clear when the cloth is crumbed.)

Knives should be laid at the right of the plate, the sharp edge toward the plate.

Spoons, beside the knives, the soup spoon outside.

Butter spreaders, on the bread and butter plate or beside the spoons.

Forks, at the left of the plate — tines up.

Dessert silver (a spoon and fork) may be laid on the dessert plate or placed at the right of the cover when the dessert is served.

Dishes and linen:

Tablecloths, doilies, or runners are used in accordance with the preference of the hostess and the formality of the service.

The bread and butter plate should be placed at the end of the fork.

The tumbler at the right of the knife near the end of the blade.

The napkin folded at the left of the forks or placed on the plate.

Salt and pepper should be placed where they are convenient to the most people.

Serving dishes and plates:

Plates and serving dishes should be warmed — not too hot.

Plates may be placed in a pile on the serving table and exchanged as the carver requires them; or, for an informal service without a maid, they may be placed in a pile at the left of the carver, to be filled in turn.

If vegetables are to be passed by the maid, serving spoons should be in readiness on the side table.

If vegetables are to be served at the table, serving spoons should be placed on the table in front of the person who is to serve the vegetables.

The carving knife and fork should be on the side table, and placed at the right and left of the carver, with a spoon for serving dish gravy, when the roast is placed. The knife should be sharpened before the meal is announced.

GENERAL RULES

The last thing before announcing a meal, fill the water glasses three-fourths full and refill the water pitcher.

Place a butter ball or square on each bread and butter plate and see that an extra supply is at hand.

Be sure that bread is cut and covered to keep it from drying.

Serve hot food on hot dishes, cold food on cold dishes.

Have all serving dishes warm (if desirable).

Arrange all dishes in order for each course.

Have crackers ready to pass.

Place the finger bowls on the dessert plates with doilies and fill a third full before the meal is announced.

Arrange a small serving tray with a doily and place it on the serving table.

Use this tray for passing sugar, cream, and small dishes and for removing salt, pepper, and extra silver when clearing the table.

Have ready a clean serving napkin to use folded on the hand under hot dishes or plates.

Have ready a folded napkin and small plate for use in removing the crumbs before the dessert is served.

Questions to ask before the meal is announced:

Does the table need anything — butter, water, silver, bread, dishes?

Is the serving table perfectly arranged?
Is there plenty of room on the serving table for use in emergency?
Are the chairs properly placed?
Are the doors unnecessarily open?
Are the windows right? No draughts? Shades right?
Is the temperature right?
Are the plates warm?
Are the extra dishes ready?
Are the serving spoons in place?
Are the candles lighted and long enough to burn through the meal?

TABLE SERVICE

These rules are arranged for simple table service where there is only one waitress, who is also chambermaid. More formal service is frequently indicated; but is not desirable where many people are to be served by one waitress.

GENERAL RULES

Work noiselessly.
Never pile dishes.
Do not hurry.
Have a sensible reason for everything you do.
Do not consult the hostess except in great emergency and then in a tone inaudible to guests.
Bring in serving dishes, then food.
Remove the food, soiled china and silver, clean china and silver, and the crumbs.
Everything relating only to one course should be removed before serving another course.
Dishes should be passed at the left, held in the left hand and low enough so that the guests may serve themselves easily. Everything may be passed, placed, and removed from the left, except that drinks which are to be

kept at the right side of the plate should always be placed there.

When replacing with a full plate remove the empty plate with the left hand and place the full plate with the right.

Waiting on table:

If the first course is cold it may be on the table when the meal is announced or placed after the family is seated.

Place the soup plates on the place plates from the left, holding them in the right hand.

Crackers or bread may be placed on the bread and butter plates before the meal is announced. If passed, hold the plate in the left hand and pass to left of each guest.

To remove plates, go to the left of the guest, take the soup plate in the left hand, and pass to the right; go to the next guest and take the soup plate with the left hand (or take the soup plate and place plate in the left hand and replace with a hot serving plate).

Take the empty plates to the pantry and return for more. More formal service requires the removal of one plate at a time and also requires more people to do the serving.

Less formal service allows the plates to be placed on a side table and removed to the pantry while the next course is being eaten.

Bring in the hot plates and place them on the serving table.

Bring in the roast and place in front of the host.

Place carving knife and fork at the right and left of the roast.

Stand at the left and exchange the carver's place plate for a hot serving plate.

Take a hot plate from the pile on the serving table.

Stand at the left of the host and exchange the hot plate for the filled one.

Go to the left of the hostess and exchange the filled plate for the cold place plate.

Return to the side table and leave the place plate; take a hot plate to the left of the host and exchange for the filled plate.

If the hot plates are placed when the soup plates are removed, there will be no necessity of thought in regard to the removal of cold place plates here; but the serving plates are not as hot as when placed in this way.

Serve the hostess first, then the guest at the host's right, then all on that side of the table, then the guest at the left of the host and all on that side.

When all guests are served to meat, take the potatoes or other starchy vegetable in the left hand (on a folded napkin), place a serving spoon and fork in the dish, and pass to each guest in turn at the left.

Repeat with the second vegetable. Keep the vegetables hot until ready to pass them the second time.

Gravies, relishes, etc., may be placed on the table beside the hostess, who will serve herself and pass them on to the guests. More formal service requires that these be passed by the maid.

Pass the vegetables a second time.

When all are finished remove the roast and vegetables or gravies which have been on the table.

Remove the plates as before, replacing with salad plates if salad is to be served. Place serving spoon and fork on the salad.

Pass the salad at the left of each person.

Pass crackers and replenish butter and water where they are needed.

When all are finished, remove all plates as before, also taking the bread and butter plates.

Hold a tray (with a doily on it) in the left hand and place on it all unused silver, salt and pepper, and relishes.

Avoid all NOISE.

Clear everything from the table except the glasses and nuts or bonbons, cloth, and flowers.

Brush the crumbs into a small plate with a folded napkin.

Place the dessert plates (with the finger bowls, one-third full, on doilies) at each cover. The silver may be placed at the right or may be laid on the plate with the finger bowl.

Bring in the dessert and place before the hostess.

Place the serving spoon and fork.

Stand at the left of the hostess; replace the filled dessert plate with an empty one.

Go to the guest at the right of the host and exchange the filled dessert plate for the empty one.

Return to the hostess' left and repeat until all are served.

Pass cake or cookies.

Refill the water glasses — *handle from the bottom*, draw to the edge of the table to fill.

The coffee may be served in the dining room or in the living room.

Pass the cream and sugar on a tray.

When the guests have left the dining room, close the doors before clearing the table.

CHAPTER VIII

THE LIVING ROOM

CARE OF LIVING ROOM

Daily care:

Clean the hearth and lay the new fire.

To lay a fire in the fireplace:

Remove or cover any loose paper or coarse ashes.

Pack the fine wood ashes at the back under the andirons.

Arrange charred pieces of wood from the last fire at the back and brush the hearth clean.

Place crumpled paper between the andirons.

Lay three sticks of kindling across the andirons and three pieces across those, log cabin fashion, with wide spaces between. Put a good-sized stick of wood at the back of the kindling, a smaller stick in front of that, and a third stick on top. Leave spaces between the sticks of wood for the air and smoke to pass.

Put away magazines and newspapers and arrange tables, music, etc.

Dust large polished surfaces early, before the family are down.

Later dust the floor (use a long-handled covered bristle brush).

Clean the rugs (with a carpet sweeper).

When the dust has settled, dust the furniture thoroughly.

Give special attention to the desk.
Refill the inkwell, when necessary.
Dust the blotter; change it if ink spotted.
Dust the pencil tray.
Leave working papers undisturbed.
Fill and trim oil lamps.
Dust the shades and vases.
Dust electric-light bulbs, shades, and fixtures.
Throw away faded flowers; change the water for others.
Empty the waste baskets.
Straighten the rugs, shake and puff the cushions.
Put chairs in their proper places.
If the people who use a room always leave it in order, work will be simplified.

TO THOROUGHLY CLEAN A ROOM WITH A VACUUM CLEANER[1]

Clean and roll small rugs.
Clean and roll the window shades.
Clean the wall surfaces (if there is no attachment for the purpose, use a covered brush).
Clean upholstery and fabrics with special attachment.
Use a brush attachment to clean radiators and furnace pipes or registers.
Clean the large rug.
Dust or wash all bric-a-brac and the globes of lighting fixtures.
Dust all of the woodwork with a slightly oiled or dampened cloth.
Wipe the floors with oiled or dampened cloth.
Wipe the rugs with a cloth wrung from ammonia water.
Wash the windows.
Clean spots on paint and woodwork.
Polish andirons and fender, wash the hearth.

[1] For care of vacuum cleaner see page 222.

Put the room in order.

Clean and dry all cloths and utensils and put them in their proper places.

TO CLEAN A ROOM WITHOUT A VACUUM CLEANER

Roll and remove the rugs. Clean them outside the house if possible.

Rugs and draperies may be hung over lines out of doors, or laid flat and brushed well on each side. A light beater may be used on very firm heavy rugs but never a heavy beater. Do not shake fine rugs; it snaps them and breaks the edges.

Clean and roll the shades. Brush the curtains and remove them or fold into bags kept for the purpose.

Dust and remove small furniture, fireplace fittings, and all hangings.

Dust and cover heavy furniture.

Upholstered furniture should be well brushed before covering.

Dust and cover pictures, mirrors, etc.

Dust window sashes and frames, door frames, etc. (use a soft brush for corners).

Cover a broom or brush and brush the walls and ceiling.

Brush the baseboards.

If the room has a fireplace, clean and brush the hearth. Never brush dust into a fireplace. Wash the hearth later.

If there are registers raise them before sweeping, brush them on a large paper, and wipe the pipe below. Cover the opening with newspaper and replace the register upside down. Remove the paper when the room is clean.

If there are radiators, clean with a radiator brush and dust with an oiled cloth.

Sweep the floor with a brush covered with a slightly oiled

or dampened cloth. If the floor can be wiped with a dampened or kerosene cloth it improves it.

If there is a carpet on the floor sweep well with a carpet sweeper (use a whisk broom in the corners).

Let the dust settle and

(*a*) Clean the rugs.

(*b*) Wash the windows.

(*c*) Clean the andirons and fender.

(*d*) Wash ornaments and globes of lighting fixtures.

Dust the woodwork.

Clean spots on paint or woodwork and wash the hearth of the fireplace.

Wipe the carpet or large rug with cloth wrung from water and ammonia.

Replace rugs, hangings, and small furniture.

Remove cloths from furniture and polish the woodwork.

Draw the shades even; close and lock the windows.

Clean and dry all cloths and utensils and put everything in its proper place.

TO CLEAN FURNITURE

Highly polished surfaces, piano or desk:

Provide oil (boiled linseed), two basins, a mild, white soap, warm water, soft cloths, soft brush.

Examine for breaks in finish.

Cover cracks with oil; soak five or ten minutes.

Rub off excess of oil.

Wash a SMALL portion at a time.

Moisten a cloth — rub on soap.

Use circular motion.

Rub hard and briskly.

Rinse with clean water, use a clean cloth.

Rub at once with a DRY cloth, until absolutely dry.

Repeat till the whole surface is cleaned, then polish the whole surface.

Spots:

Finger marks — use warm water, a little soap.
Pencils mark — erase with a rubber. Use stale bread crust for wall paper.
Match scratches — soft friction, whiting.
Fly specks — soapy water.
Grease — absorb quickly with starch, soft cloth, or blotter. Wash with weak ammonia water.
Alkali — use oil at once.

Stains on wood:

Alcohol dissolves shellac. Use oil (sweet oil) at once.
Heat spots — rub in linseed oil and polish.
Ink — dissolve if possible.
Absorb with blotter.
Use oxalic acid on unfinished wood.
Soak from finished wood.
Rub with turpentine cloth, polish.

TO POLISH FURNITURE

Materials:

Equal parts of kettle boiled linseed oil, turpentine, and vinegar.

Method:

Rub on all the wood will absorb.
Rub off surplus with a clean cloth.
Rub DRY and polish with a chamois or a soft woolen cloth without lint.
Test for dryness — clean, dry finger leaves no track.

TO CLEAN COPPER AND BRASS

Materials:

Acids — oxalic acid, vinegar, buttermilk, lemon, etc.
Whiting, rottenstone, and sweet oil.
Commercial pastes.
Finest steel wool.

Methods:

(*a*) Clean with acid, follow by rubbing with whiting, wash carefully and dry. This gives a light finish, is quickly done; but all the acid must be removed or the metal will be quickly corroded again.

(*b*) Moisten rottenstone with sweet oil, apply with a soft cloth and rub vigorously. Polish with flannel or chamois. Rub with dry whiting or tripoli. This gives a richer, deeper finish than when acid is used.

(*c*) Very old discolored brass or copper may be cleaned by the use of finest steel wool followed by rottenstone and sweet oil.

CHAPTER IX

THE CHAMBERS AND BED MAKING

CHAMBER WORK

Methods:

To air the room.

Open the windows top and bottom.

Open doors for cross ventilation (heat downstairs to be considered).

Open the closet door.

Time — as soon as possible, as long as possible.

To obtain sunlight.

Leave the shades high in the windows.

(It is desirable that all the shades on one floor should be raised to the same height, so that the house looks well from the outside.)

The windows of bedrooms should not be covered by heavy curtains or closely drawn shades.

To air the bed.

Consider time, service, number of beds.

(*a*) Ideal. Remove all clothing separately. Place on chairs. Do not allow them to touch the floor.

Shake the pillow and stand on end by the window.

Lift the mattress and prop (free circulation of air).

Turn the mattress each day.

(*b*) Turn back all the clothing separately over the footboard and a chair.

Lift the edge of the mattress and prop.

Shake the pillow and stand it by the window.

Turn the mattress often.

(*c*) Turn back top clothing.

Smooth and tighten bottom sheet.

Shake pillows and place on chair.

Turn mattress each week.

Care of utensils:

Use separate cloths — not towels or face cloths — for each kind of utensil.

Order — cleanest first.

Drinking water pitcher and glass, toothbrush mug and holder, large water pitcher, soapdish, bowl, jars and covers.

Daily care of bedrooms:

Order of work:

Open beds — dispose of waste — air room — clean utensils — put away everything which is out of place — make beds — let dust settle — dust (according to time and service available).

Arrange the room.

All articles in exact order. Each day in the same way.

Consider preference of occupant.

Do not change arrangement of furniture without consulting or explaining to occupant.

Leave windows open, or closed and locked.

Straighten the rugs. Adjust shades and curtains.

See that pictures hang evenly.

See that match boxes are full. Supply candles if necessary.

See that towels are in place.

Close the closet door, bureau drawers, and all boxes.

BED MAKING

Mattress:

Cover to protect it from the springs.

Box cover efficient; hard to launder and put on.

Straight covers, tied at the ends and side, easy to launder, easily fitted.

Sheets:

Size — length of mattress plus twice its depth plus half yard to one yard, plus hems and shrinkage.

108 inches none too long.

Hems alike top and bottom, wear more evenly, confusing.

Hems wider at top than bottom, uneven wear, more hygienic.

Blankets:

Single preferable, wear better, ease in handling and laundering.

To Make Beds

Method:

Turn the mattress end for end one day and over sidewise the next.

Straighten the mattress.

Spread with pad (warmth and comfort).

Spread the bottom sheet.

Center of sheet in the center of the bed.

Fold under the mattress at the head.

Stretch and tuck way under at the foot of the bed.

Stretch at the sides and make square corners at the top and bottom.

Tuck in the sides, stretching tight.

Do not draw the weave out of a straight line.

Spread the top sheet with the hem ten to fifteen inches above the top of the mattress.

Tuck at the foot, way under the mattress.

Blankets:

Spread separately, top three to nine inches (according to preference) from the top of mattress.

Tuck in at the foot.

Make square corners at the foot with the top sheet and all the blankets.

Turn down the top sheet to protect the tops of the blankets.

Stretch and tuck under the sides.

If the blankets are double, place the fold at the foot.

A thin cover over the blankets keeps them clean at night. (A short sheet makes a good cover.)

Spread:

Place evenly on the bed.

Arrange the foot and sides according to the style of bed and spread.

STRETCH smooth.

Diagonal corners may be made at the foot.

Pillows.

Place in the covers with the corners even.

Hold on the knee. Never between the teeth or under the chin.

Press the pillow round or flat as preferred and place on the bed with the SEAM HIDDEN at the bottom.

Extra cover:

Fold plainly at foot of the bed.

To Prepare a Bed for the Night

This must be done nicely or the room has a very unattractive appearance.

Remove the pillows and spread.

Fold the spread in the creases and put aside in a clean place.

Turn the clothes back to the middle of the bed from the corner and turn the corner underneath again, or turn down the sheet and blanket evenly about a foot below the pillows and clear across the bed.

Untuck the clothes halfway down.

Replace pillows, flat and smooth.

Arrange the extra cover on the foot of the bed, folded accordion fashion, so that the loose edge at the top can easily be pulled up on to the bed at any time in the night.

Fold the night clothes and dressing gown on the foot of the bed; place the slippers on the floor by the side of the bed.

If the washstand has been used, make it neat again; empty the jars and refill the pitcher.

Draw the shades.

GUEST ROOM

Conveniences for the guest room:

Emergency toilet supplies — toothpaste, soap, face powder, talcum powder.
Pins and sewing materials.
Night light and table at the head of the bed.
Books, stationery, ink, and pens.
Waste-paper basket. Trunk rack.

Closet:

Handkerchief bag. Clothes bag.
Rack for shoes.
Coat hangers.
Negligee.

Attentions to guest:

Fresh flowers.
Fire laid.
Bureau drawers and closets empty.

All personal articles removed.
Bed opened at night.
Cold drinking water at night (covered).
Room lighted at bedtime.
Fire lighted in A.M.
Fresh (hot) water in A.M.

CHAPTER X

THE BATHROOM AND STORAGE CLOSETS

CARE OF THE BATHROOM

Daily:

Wash and dry all fixtures, tumblers, etc.
Wash and dry the soapdishes, rinse the soap.
Dust the floor, woodwork, and shelves.
Straighten the towels and washcloths.
Replenish toilet paper before it is necessary.
Change towels at regular times or when there is special need.
Put in clean towels before removing the soiled ones; then if they are forgotten, no one is inconvenienced.

Weekly or oftener:

Wash and polish all fixtures.
Give special attention to the chain and stopper of the bowl and tub.
Flush and clean the overflow pipes.
Use sal soda solution in the toilet, tub, and bowl.
Polish the nickel fixtures.

To Clean Bathroom Fixtures

Porcelain tub and bowl:

Porcelain is not a natural surface; avoid scratching, chipping, cracking, sudden sharp changes of temperature.

Materials:

Soap, Bon Ami, whiting (insoluble, rinse pipes well).
Kerosene.
For yellow stains hydrochloric acid.

Method:

Use little water and much soap.

Rub soap on a cleaning cloth (try kerosene if soap proves ineffective).

Scrub the inside of the tub, especially the water line.

Rinse and dry.

Polish the fixtures with whiting or Bon Ami.

To Clean Toilet

Materials:

Curved brush or tongs, soap, scouring powder, soap powder, hydrochloric acid for yellow stains; commercial cleaners are frequently good. Disinfectant.

Precautions:

Scald brush or tongs after use; dry in the sunshine. Be careful not to burn the hands with hydrochloric acid.

Process:

Flush the bowl. Add strong soap powder solution. Let stand ten to twenty minutes. Scour and scrub with the brush. Wash with suds and flush. Wash inside and out with hot suds and a cloth. Use weak hydrochloric acid for stains in the bottom of the toilet. Dip out the water and rub the stains with a cloth wet with scouring powder and hydrochloric acid. Flush carefully. Put disinfectant in the bowl and stand. Clean and oil the handle of the flush. Wipe all woodwork. Dry thoroughly and oil natural wood. Dry the bowl outside. Flush.

PLUMBING. PERSONAL RESPONSIBILITY

No refuse not easily soluble should reach the pipes; this includes hair, flowers, *lint*, *rags*, matches, absorbent cotton, newspapers, and any other solids not easily divided by water.

Careful, complete flushing of the toilet; this should be not only an automatic act, but with assurance of completion. Flushing before use wets the sides of the hopper and helps in the complete removal of solid material.

Clear water rinsing of all bowls after use; leaves the trap free from soiled water and prevents the odor of stale soap.

No grease allowed to reach any pipes.

STORAGE CLOSETS

Housemaid's closet:

Should contain only cleaning materials and utensils.

Utensils should be clean and dry when put away.

Brooms and brushes should hang by the handles.

Waxed or oiled cloths should be shut in tight in boxes.

Keep turpentine, kerosene, naphtha, and other liquids in tightly stoppered bottles.

Bottles labeled and kept clean.

Soap and powders kept in dishes or jars.

Waste paper should be emptied into the paper can, never left in the closet.

Carpet sweepers cleaned, vacuum cleaners cleaned and kept in the same closet with the attachments.

Food storage:

Vegetable bins or boxes, sugar and flour barrels, raised from the floor; preferably on swinging bases (easily cleaned, easily reached).

Small, painted metal vegetable bins which are ventilated are to be had at moderate prices.

Dry groceries stored in glass jars, crackers in tin cans.

Nothing open or left about for mice.

Nothing but food materials kept on food shelves.

Everything possible labeled plainly.

Dry foods should be kept dry and covered.

Moist foods should not be stored unless canned or bottled.

China closets:

Arrange the finest china and glass ware on the higher shelves. Those in common use on the lower shelves.

Cut glass should not be piled.

Tall articles never placed in front of lower ones.

Pile securely or not at all.

Protect finest plates from each other with circles of Canton flannel.

Keep large silver pieces in colored Canton flannel bags.

Linen closets:

Linen should be piled on shelves with all edges even.

Articles of one kind and quality kept together.

Articles of the same group near each other; example: sheets, pillowcases, mattress covers, mattress pads, spreads, and bureau covers are all used together and should be grouped on near-by shelves. Face towels, washcloths, and bath towels should be grouped together.

When returned from the laundry, linen should be examined for necessary repairs, and breaks should be mended before the linen is put away.

Clean linen should be put at the bottom of the piles to insure even wear.

If bed linen is marked with the date when it is put into use, it is easier to judge whether it is wearing satisfactorily.

The shelves of a linen closet should be cleaned and wiped with turpentine occasionally. (Keep fire or lighted lamps away from turpentine.)

If blankets are stored with linen, they should be perfectly clean, wrapped in paper, inclosed in cotton bags, and marked plainly.

Extra comforters and down puffs should be cleaned and stored in chests or drawers in cotton bags.

Clothes closets:

A pole through the center of the closet is preferable to side hooks.

Place all clothing evenly on hangers.

Fine materials should be covered with protecting bags to keep out dust.

Woolen clothing not in constant use should be cleaned and tied up in cotton bags.

Hang the same kind of clothing together.

Don't hang colored street garments next to delicate house gowns; protect the latter with covers.

Street clothing should be brushed before hanging in the closet.

Dresses, blouses, and coats should be aired before hanging.

Nothing damp should ever be put in a clothes closet.

Soiled clothing removed as soon as possible.

Shoes, etc., kept on a rack or in a shoe bag.

Hats kept in boxes on shelves.

The floors should be swept when the adjoining room is cleaned.

Clothes storage:

Everything cleaned, wrapped in newspaper, put in boxes or bags, plainly labeled.

A closet directory in card catalogue form is an easy way to find articles put away for a season.

When cleaning wipe all floors and shelves with turpentine. (Keep fire or flame away from turpentine.)

Sewing closet:

A sewing closet should have at least three drawers and four shelves; more if possible.

Arrange the work basket and extra sewing supplies on the broad shelf on top of the drawers.

Mending on the shelf above.

Partly finished and new work on the next shelf.

Fold all patterns nicely and file in a pasteboard letter file on the supply shelf.

Use the top drawer for new materials.

The middle drawer for white pieces, the bottom drawer for colored pieces, of materials still in use or usable.

Keep the pieces well sorted.

A fourth drawer for woolen or silk pieces is a great convenience.

Watch woolen pieces for moths.

A supply bag with small pockets, or a piece bag, may be fastened to the inside of the door, if shelf or drawer room is lacking.

A sewing closet should be kept in order from day to day.

A closet large enough for the sewing machine and lighted by a window is of assistance in emergency mending.

Easier to take advantage of odd moments if not obliged to put away work not finished in the time available.

Medicine closets:

Place medicines oftenest used on the front of the shelves. Those seldom used at the back.

Tie toy bells on the necks of bottles of poison and place them on the top shelf.

If children can reach them, remove to a locked cupboard.

Make a list of the contents of the closet, giving the use (and antidote if poison), and fasten to the inside of the door.

Empty bottles of special medicine when the need for their use is over.

Do not keep drugs over a year unless sure they do not deteriorate.

Wash and put away empty bottles.

Keep a small supply of corks of assorted sizes and a small corkscrew in the closet.

CHAPTER XI

THE CELLAR AND LAUNDRY

CELLARS should be well drained, light, clean, and well aired. Used for storage of useful things, not for clutter.

CARE OF THE CELLAR

Air the cellar frequently; in summer do this at night. The cellar is drier if the hot air of the day is shut out (the moisture does not condense).

Keep ashes in covered metal barrels.

Remove at once any vegetables unfit for use.

Clear everything from the vegetable cellar at the end of the season.

Do not allow the cellar to collect refuse. Sweep frequently.

Give a thorough cleaning twice a year. *Whitewash the walls* each year.

Place screens in windows.

One cleaning should be given when the coal bins are empty and the furnace not in use.

Furnace and furnace pipes should be cleaned in the spring.

Furnace pipes may be taken down, but if left up and an occasional wood fire built in damp weather, the house is drier.

Boiler pipes and radiators connected with a hot-water system should be emptied and refilled in June.

Quick lime left in the cellar absorbs moisture. A small amount may be left in metal container; too large a quantity is dangerous.

LAUNDRY

The amount of equipment should be determined by the amount of work to be done. It is undesirable to equip an elaborate laundry if most of the work is to be done out of the house. If the mistress of the house is to do her own laundry work, it will pay her to install all the mechanical devices which she can afford, to lighten her work. Hired workers are frequently careless with mechanical devices, knowing little and caring less about their money value.

Arrange utensils so that it is easy to proceed from one process to another.

Laundry work should be done out of the kitchen if possible.

Separation from the rest of the house is desirable; the steam and heat are kept from the other rooms. Good ventilation is important.

Tubs, table, and ironing board should be placed at a convenient height, so that the worker can stand erect (the ordinary carpenter will place them too low). It is better to have them too high than too low.

Tubs and ironing board should be in a good position for both day and artificial light. Avoid shadows.

Equip stationary tubs and washing machines with drains and connect with outside drain.

FLOOR

Wood — not easily kept clean, roughens with use, least expense.

Tile — non-absorbent, easy to clean, expensive, hard to stand on, wears well.

Cement — may be made non-absorbent with cement paint, is easy to keep clean, durable, medium expense, hard to stand on. (Use rubber mats on either tiled or cement floor.)

Linoleum — *well laid* is easy to care for, durable, comfortable to stand on.

STATIONARY EQUIPMENT

Tubs:

Two necessary, three desirable.

Should be set away from the wall in order to clean easily and give better light for working.

Materials for tubs:

Soapstone — medium price, absorbent, hard to care for, undesirable.

Slate — slightly more expensive, almost nonabsorbent, easy to clean, fairly desirable, has seams and is dark in color.

Porcelain and enamel — smooth, seamless, nonabsorbent, use increasing, more expensive.

Stoves:

A two-burner gas plate may be used.

Small laundry stoves which hold a boiler or flat irons are inexpensive to run and first cost is not large; they may be connected with the hot-water boiler and in the summer will save heat in the kitchen.

Do not blacken such stoves; keep them clean and dry; rub occasionally with unsalted fat, but do not use very much at any time.

MOVABLE EQUIPMENT

Portable tubs:

Wood — poor, absorbent; if dry they drop apart, unsanitary.

Fiber — smooth, seamless, light, break easily.

Galvanized iron — good, inexpensive, fairly easy to handle, must be kept dry.

Washboard:

Wooden — absorbent and undesirable.

Glass-covered — easy to clean and last well.

Zinc-covered — metal cracks or wears and tears the clothes.

Washing machine:

Great labor and time-saving device, useful for rinsing as well as washing. Some machines also extract water by the whirling of a perforated cylinder.

May be run by hand, water, or electric power.

Four types — each type has variations, but most machines fit into one of the following groups:

Vacuum cup — inverted cups move up and down; squeeze water through clothes.

Dolly — a stool makes half to whole revolution, reverses, and revolves in opposite direction; clothes carried back and forth in water by legs of the dolly or stool.

Cylinder or revolving — perforated cylinder revolves in tub of soapy water, carries clothes up out of water, drops them back into water.

Oscillating — rocks and throws water and clothes back and forth in tub.

Size. Small — for small pieces only; desirable for use in small apartment or for daily care of infants' clothing; type which is equipped with centrifugal dryer is especially desirable in this size washer.

Large — for family washing.

Choice. Select after trial; choose one suited to personal needs.

Study types.

Original cost.

Possibility of repair service.
Amount of care required.
Simple mechanism.
Material.

Material used for tub:

Wood — Holds heat.
Dries out and leaks.
Molds if too damp when closed.
Heavy to handle.
Galvanized iron — good with soft water; not as desirable with hard water.
Copper — expensive.
Tarnishes easily.
Needs frequent cleaning or discolors clothes.
Often lined with thin coat of tin.
Light and convenient.
Aluminum — does not tarnish.
Light weight.

Machinery:

Covered.
Smooth running.
Quiet operation.
Placed to balance the tub.
Motor protected from water.
Safety release on wringer reached from either side.
Operated with one hand.

Use:

Read manufacturers' directions — learn to start and stop instantly.
Note maximum load. Do not overload.
Too light a load inefficient.
Fill to designated water line.
Use moderately hot water.

Dissolve soap before adding clothes, chips or powder easily dissolved.
Follow directions exactly.

Care:

Wash, dry, and cover metal washers.
Wash a wooden tub, wipe dry, fill one inch deep with water, and cover loosely.
Clean the wringer rolls carefully. (A cloth dipped in kerosene will remove dirt from the rolls.)
Release pressure after washing is done.
Oil as directed. *This is important.*
Keep the outside of the tub dry and clean.

Wringers:

Time, strength, and material saver.
Purchase good quality.
Choose electric wringer with a reversible drain board if possible.
Use carefully.
Loosen, clean, and dry the rollers after use.
Keep the rollers covered when not in use.
Oil the bearings often.

Boiler:

Oblong boiler all copper or with copper bottom most durable, also most expensive.
Tin boiler wears quickly, apt to rust the clothes.
Any boiler must be carefully washed and dried after use.

Irons:

Electric iron preferable; even heat, saves steps.
Select standard iron of weight desired, six lbs. good for family use.
Heat evenly distributed over whole surface for general use.
Heat concentrated at point for special use.

Heat control-automatic shut-off-current comes on as iron cools.

Automatic shut-off current turned on by hand.

Amount of heat controlled by switch.

Shut-off switch on the cord necessary to convenient use.

Watch for broken wires.

Do not allow water to reach the heating element.

Do not leave (even for a few minutes) with plug attached to circuit.

Do not heat over gas.

Use care to prevent surface from rusting.

Clean the surface by rubbing with wax and then ironing on brown paper thickly sprinkled with table salt.

Handle carefully; heating element breaks easily when hot.

Gas iron desirable when there is gas and no electricity.

Alcohol iron is good in absence of the other two.

Common irons come in different sizes, weights, and shapes.

Must be kept free from rust and very smooth.

At least three are necessary, four or five desirable — one heavy, three medium, one light.

Nickel-plated irons with adjustable handles do not rust easily.

Ironing machine:

Expensive, desirable if much work is to be done in the house.

Often equipped to do pressing.

Very convenient types now on the market.

Automatic control desirable.

Operator should be able to work while seated.

Various types:

Small — table ironers.
Large — table tops.
Attached to washing machines.

Use and care:

Practice required to obtain speed and skill.
Cover should be smooth on the rolls.
Covers must be renewed occasionally.
Machine should be protected from dust when not in use.

LIST FOR LAUNDRY EQUIPMENT AND MATERIALS

Washing

EQUIPMENT	MATERIALS
Stove	Soft water
Tubs	Soap or chips (little resin)
Pails	Ammonia
Dipper	Borax
Boiler	Salt
Washboard	Bluing
Washing machine	Starch
Wringer	Stain-removal outfit
Drier	
Cup	
Strainer	
Sprinkler	
Clothes stick	
Clothes basket (one or two)	
Clothesline	
Clothespins in bag	
4-qt. saucepan	
Teakettle	
Teaspoon	
Wooden spoon	

Bleaching

Two bowls

Javelle water
Peroxide
Oxalic acid (must be used with care)

Ironing

Choice of { flatirons, electric iron, gas iron, alcohol iron }

Wax
Salt for smoothing iron
Cold starch
Soft water

Skirt board
Ironing board
Sleeve board
Machine Ironer (see page 219)
Stool
Iron stand
Iron holder
Emery paper
Comb and fringe brush
Clotheshorse

WASHING–METHOD

Sort the clothes in piles; watch for stains and necessary repairs.

Put articles of a kind together:

Table linen and fine towels.
Bed linen.
Fine lingerie and neckwear, slightly soiled handkerchiefs.
Underwear.
Towels.
Colored clothes.
Woolen clothes.
Stockings.

Handkerchiefs, if used during coughs and colds, should be boiled separately with a small amount (one tablespoon) of kerosene in the suds one-half hour, and washed well.

White clothes:

Remove stains.

Boil, or not, according to preference; with modern soaps boiling may be omitted if desired.

Soak the white clothes in tepid, soapy water, half an hour or longer.

Soak especially soiled clothes separately, rub soap directly on soiled places.

Rub well: wash in several waters if necessary.

Rinse well, blue, and if desirable, starch.

Clothes that are not well rinsed look gray and smell of soap.

Some kinds of bluing will make small rust spots on the clothes if the soap is not entirely rinsed out.

To blue clothes:

Use clean cold water and mix the bluing with the water before putting in the clothes.

Do not make clothes too blue.

Do not let clothes stand in bluing water.

To starch clothes:

Be sure the starch is free from lumps, well cooked, and hot.

Dip the wet pieces into the starch separately and wring them out; be sure every part is wet with the starch.

Hang away from the wind.

When raw starch is used, the articles must be thoroughly dry when starched.

Rub the starch well into the fibers and squeeze between the hands. Roll in a towel for an hour before ironing.

To dry clothes:

Dry clothes out of doors if possible; they are whiter and have a fresher feeling.

Be sure the lines are clean, strong, and tight.

If they have been left out, wipe them with a clean damp cloth.

Provide clean, whole clothespins.

Hang white clothes in the sun if possible.

Very fine pieces should be hung with extra cloth for protection between the clothespin and the line, especially in the winter, when they freeze and tear easily.

When the clothes are hung to dry, care should be taken to let the strain of the weight come on the warp threads, especially with table linen and bed linen.

Care in hanging saves much work in ironing.

Learn to hang clothes so that wrinkles will blow out.

The sun whitens clothes; dampening with soapy solution and placing in the hot sun will usually bleach time stains. Repeat until the stain disappears.

Ironing:

The ironing board should be covered first with a thick pad, then with cotton tightly and smoothly stretched.

The clothes which are to be carefully ironed must be well dampened.

Sprinkle evenly with the hand or a whisk broom kept for the purpose.

If the clothes are too wet the iron will stick to starched clothes; if too dry, wrinkles will not iron out.

Roll in smooth, tight rolls; straight articles, like towels, napkins, etc., may be rolled all of a kind together.

Allow to stand several hours or overnight.

Many people prefer not to iron sheets, Turkish towels, or body clothes. Sun-dried clothes have a fresh sweet smell.

If clothes are not to be ironed, stretch more carefully when hanging and fold directly from the line.

With limited time it is better to iron well the important articles and choose such material for the rest that ironing is not necessary.

Be sure the irons are clean.

Iron coarse things first; finest things, — lingerie, neckwear, and dresses — last.

Iron all pieces until dry.

Articles must be ironed straight with the thread or they will stretch out of shape.

Iron the thinnest part of a garment first, then the part which will muss least easily while the ironing is being finished, then the fussy parts where wrinkles will spoil the appearance of the whole.

Colored clothes:

Try a sample first if possible to test the color for fading.

Do not soak colored clothes when washing.

Use soft water and little soap. Choose mild soap easily dissolved.

Wash before they are badly soiled.

Wet with cold water.

Wash with warm soapy suds.

Do not use hot water.

Do not rub with soap if it can be avoided.

Squeeze between the hands.

Avoid rubbing and wringing.

Rinse in several waters and starch wrong side out; rub the starch in.

Hang in the shade wrong side out, where there is a current of air to dry quickly.

Very delicate colors should be rolled in an old sheet or bath towel, shaken in the air and ironed at once.

Bring in the house as soon as dry.

Dampen and allow to stand only a short time (not overnight) before ironing.

Iron on the wrong side if you desire them to look new; they will not keep clean so long.

Avoid too great heat; it may change the color.

Stockings:

Use lukewarm, soapy water.

Wash first the right, then the wrong side.

Rinse well in fresh water (to avoid the lint from other clothing).

Pull into shape and hang wrong side out by the tops.

Do not iron.

Flannels:

Do not allow woolen materials to get badly soiled before washing.

Shake well to get rid of loose dirt.

Wash one piece at a time.

Use suds made from mild soap and soft lukewarm water.

Use several waters, all the same temperature.

Rinse carefully — to the last water may be added a small amount of glycerine, half a teaspoon to a gallon of water, or just enough soapsuds so that the water feels smooth; this makes the wool soft.

Squeeze the water from woolen garments with the hands. Very heavy garments may be put through the wringer if the rolls are loosened.

Shake well and dry at room temperature slowly.

Pull into shape while drying.

Knitted wool garments are better shape if dried on a flat surface.

Iron with a warm iron if at all.

CAUTIONS:

Do not rub soap on the material.

Do not vary the temperature of washing and rinsing water.

Do not soak or boil or rub woolen material.
Do not use the wringer for light-weight woolen materials.
Do not twist woolen material as in wringing by hand.
Do not let flannel freeze.
Do not dry by the fire.
Do not use too hot an iron when pressing.

Silks:

Use suds of lukewarm water and mild soap.
Rub as little as possible.
Rinse well.
Squeeze (do not twist) between the hands.
Roll at once in soft cloth and let stand about an hour.
Fabrics with delicate colors which run should be shaken in the air until nearly dry and ironed at once.
Iron while damp.
Do not sprinkle.
Iron on wrong side.
Do not use too hot an iron; it yellows silk and makes it stiff.
Silk underwear should be stretched, not ironed.

Rayon:

Use mild soap to make lukewarm suds.
Squeeze suds gently through the fabric.
Do not rub, wring or pull.
Rinse in three cool waters.
Press out the water. Do not stretch while wet.
Roll in a turkish towel. Remove at once.
Dry flat or hang over the line *without* clothespins.
Iron when dry — iron must not be very hot.
Rayon underwear need not be ironed if dried carefully.
Manufacturers usually supply directions for washing rayon fabrics which require special care. Follow directions exactly.

TO CLEAN THE LAUNDRY

Clean each utensil.
Put everything in its proper place.
Wash, scrub, and dry the tubs.
Flush the pipes with soda water or potash.
Oil the washing machine.
Loosen and cover the rolls of the wringer.
Cover the clothes basket from dust.
Do not store anything in the tubs.
Cover the tubs from dust.
If the cover of the ironing board is stained or burned, replace it.
Wind and bring in the clothesline.
Gather up all the clothespins and put in bag or basket provided for them.
Clean and smooth the irons and put them away in a dry place.
Never allow irons to stand on the stove when not in use.
Electric irons should be carefully covered from dampness, the cord disconnected, and put away.

CHAPTER XII

GENERAL CLEANING — SWEEPING, DUSTING

SWEEPING

Should gather and remove all coarse dirt and litter with as little distribution of dust as possible.

CHOICE, CARE, AND USE OF UTENSILS FOR SWEEPING

Long-handled bristle brush:

Buy good quality, firm tufts of bristles.
Expensive first cost, but wears well.
Fiber brushes less expensive, stiffer.
Takes up more dust and the use of a brush is more sanitary than a broom.
Push away from the sweeper.
Use both sides of the brush evenly. (The handle should change sides.)
Always hang free from the floor.

Short-handled bristle or fiber brush:

Choose as for other bristle brushes.
Always hang by handle.
Clean the bristles thoroughly after use.
To clean bristle brushes:
Shake out the dust, pick off hairs, lint, threads, etc. A small currycomb will remove hair and lint easily.
Wash occasionally in warm ammonia water and rinse in clear cold water.

Dustpan:

Long or short handled. The edge should be sharp, straight, and thin.

Long-handled pan with a child's broom is desirable to take up litter, as it saves the back and does not scatter dust.

Keep the pan clean.

Carpet sweepers:

Choose one with a removable brush with short bristles, set in tufts for spiral action.

The brush should be set to extend below the pans.

The dustpans should open easily with springs at each side.

The interior should be smooth, preferably shellacked or painted.

The handle should swing so that the sweeper may be pushed either way.

To use:

Push with the warp and draw back on the carpet.

Use short, overlapping strokes with the woof.

Use without heavy pressure.

To clean the sweeper:

Empty the pans into a damp newspaper.

Remove hairs and threads from the brush with a button-hook or scissors.

Remove the brush occasionally and wash or clean it.

Oil (with one drop of oil).

Advantages:

Does not scatter dust *if kept clean.*

Does not wear the carpet.

Disadvantages:

Does not reach corners or edges of carpet.

Careless use mars furniture and mopboards.

Vacuum sweepers or cleaners:

The safest, easiest, and most sanitary way to remove dust.

Various makes and prices.
Most of them effective.
Many types include attachments for polishing.
Must be carefully cleaned after use. Follow directions for cleaning with each utensil.
Choose one which will take fine litter as well as dust, if possible. See Chapter XVI, page 222.

Dry mops:

Fine dust gatherers. Triangular shape reaches corners.
Hard to clean. Unsanitary unless well cared for.
When chemically treated, do not scatter dust.

Mop handle: — Self wringing type desirable.

String mop
Woven mop } are all easily cleaned and renewed.
Oiled mop

Objections: careless use mars woodwork, less easy to use than dry mop.

Broom:

Convenient, if covered, for dusting walls. Useful for sweeping walks and outside steps.
Should not be used for sweeping floors; it scatters the dust.
Select a broom light in weight and not too stiff, with many branchlets, few seed vessels or hard stalks, four rows of stitching, copper wire, and tacks.
Use both sides.

To clean:

Shake or wash out the dust. Do not wet above the stitching.
Hang free from the floor.

Electric floor polisher:

Household type convenient to use and care for.
Attachments for scrubbing and waxing.
Expensive, but gives effective household assistance.

METHODS OF SWEEPING

Windows should be opened, if the wind will carry the dust out; closed if the wind blows in.

Floor or Linoleum: Use chemically treated triangular floor mop or

Cover the long-handled bristle brush with a slightly DAMP or oiled bag or square of cheesecloth.

For old uneven floors and rugs, the cheaper fiber brush is stiffer and takes sand and dust from cracks more easily.

Sweep from you, using pressure to take up the dust.

Keep the brush on the floor at the end of the stroke; raising the brush makes the dust fly.

Carpet:

Pick up all litter.

Sweep the edges and corners with a whisk broom.

Use the carpet sweeper thoroughly.

Wipe with a cloth dampened with ammonia and water.

Position for sweeping:

Body erect, head up, mouth closed.

To dispose of the dirt:

Use a soft bristle brush; a whisk or fiber brush snaps the dust.

Brush into a dustpan, fold in a paper and burn.

Position for taking up dirt:

Back straight, bend the body at the knees and hips.

Turn the face away from the dust as much as possible.

CARE OF A WAXED FLOOR

Keep the surface covered by protective coat of wax.

Daily:

Sweep with a soft hair brush.

Rub or wipe with a covered brush.

Weekly:

Rub all spots with kerosene (rewax if necessary).

Polish with a weighted brush, covered with carpeting for the final polish.

Seasonal:

Clean, — use a commercial cleaner or turpentine or wash with soap and water.

DRY, REWAX, and polish.

Replace wear with new wax and keep the wax smooth.

Utensils:

Woolen cloths, cotton waste.

BRISTLE BRUSH, weighted brush carpeting.

Electric polishers excellent if available. Often combined with waxer.

TO OIL OR WAX FLOORS

To oil or rewax:

Preparation — free the floors and room from dust.

Clean the floor and free it from spots.

Dry perfectly.

Apply oil or wax with circular motion.

Polish with the grain of the wood.

Care of utensils:

Waxed or oiled CLOTHS should be washed in sal-soda solution and rinsed thoroughly.

Stored in tight can when DRY.

Weighted brush should be covered when put away.

STAND on the side of the weight when not in use.

COVER with carpeting or a heavy woolen cloth if used on an oiled floor.

Remove the brush from the weight to wash it.

Wash in strong tepid ammonia water. Soak half an hour. Rinse and wipe dry as possible.

Dry thoroughly before putting into the weight again.

CARE OF LINOLEUM

Sweep with a bristle brush.

Wipe with damp cloth.

Use a small amount of soap if necessary.

Do not scrub with a brush.

Once a week wipe with a cloth wet with one part turpentine or kerosene, one part boiled linseed oil.

Varnished when new and waxed lightly every week, or month, linoleum wears much longer.

DUSTING

Dusting should result in the removal of dirt from the house without injury to person dusting or articles dusted, and with a minimum amount of inconvenience to the occupants of the house.

Prevent dust by the use of smooth surfaces, few grooves, not carved.

Sanitary furnishing (heavy draperies and upholstered furniture store dust).

A dusted house is cleaner than an undusted one which has been swept.

Dust once and then stop. Do not keep stirring the dust into the air.

Still air clears itself in time, the weight of the dust is sufficient to carry it down.

The excess of labor comes in dusting small articles, — therefore, eliminate useless articles, keep the floors well dusted, and dust cannot rise to settle on other articles.

Perfect dusting every day is impossible; choice is often necessary. Still dust untouched is harmless.

Dust first the places where air currents will move the dust — window sills and shades, etc.

Places where there is personal contact — arms of chairs, door knobs, table tops, books.

Where dust may injure article (highly polished surfaces).

Storage places where insects may hide.

Where dust interferes with purpose of articles — window panes, electric light globes, etc.

Where the appearance is affected — the surface of the piano, the rockers of a chair, etc.

Utensils for Dusting

Cheesecloth — cheap, easily cleaned, quickly dried.

Patent dusters — expensive, not so easily cleaned.

Lambs' wool — hard to reach small parts of furniture, expensive, hard to clean.

Chamois — expensive, easily spoiled.

Cloths:

Oiled or dampened.

Use damp, not wet.

To dampen — wet one half and wring, fold in the dry half and wring again.

To oil cloths:

Turn the bottle against the cloth several times, fold and wring.

Use kerosene. It is cheap, and white; has a disagreeable odor but evaporates quickly.

Methods for Dusting

(*a*) *Floors:*

Catch the most dust.

If well dusted, save dust on other things.

Dust most often disturbed as we walk.

Special utensils:

Covered brush — cloth, fitted bag, or oiled mop.

Cloth in hand: effective, simple, hardest to use.

Dry mops: hard to clean.

Lambs' wool dusters: expensive, hard to clean.

Process:

Push the brush over the floor with a long slow stroke from you. Do not shake the brush from the window.

Pick off hairs and fluff and wash the cloth.

(*b*) *Furniture:*

Oiled cloths benefit leather, wood, and metal.

Damp cloths are best for painted surfaces.

Wet cloths damage everything, unless the surface is absolutely DRIED after use.

Soiled dusters are apt to scratch finish.

Process:

Wipe off the dust with a clean cloth, fold in the soiled portion and continue until the whole duster is soiled.

Wash the soiled duster, do not shake the dust into the air.

If pressed for time, dust — 1st. points of contact; 2d. horizontal surfaces.

(*c*) *Books:*

Use an oiled or *damp cloth* (there must be no water left in the cloth).

Methods:

On the shelves — tip back a handful, dust from the binding to the edge. Vacuum cleaner attachment is helpful.

Whole book — work at a window, use both hands, thumbs up, fingers placed to protect the binding at the back, open in different places, clap together, hold in one hand, and snap the leaves.

Gilt or rough edges, BLOW from the back into a damp cloth.

Wipe the book all over.

(*d*) *Pictures:*

Steady with the left hand.
Wipe the frame, then the glass.
Care should be taken not to streak the glass.
Use a small pointed brush to get the dust from carved frames.

CLEANING

General rules:

Dirt which has dried must be moistened, softened, and rubbed off.
Remove spots from paint as soon as they are discovered.
It is much easier to keep paint clean if one does not wait for general cleaning days.
Always take the dry dust from paint before cleaning, otherwise it makes the paint streaked and muddy and it is much harder to clean.

Materials for general use:

Chamois or cotton flannel.
Soft cloths (flannel, cheesecloth, crash, old cotton, not linty).
Woolen cloths for rewaxing, oiling, or polishing.
Skewers.
Scrubbing brushes, soft and stiff.
Pail and basin.
Oils — kerosene, boiled linseed, sweet oil.
Soap — frictional and cleaning (not too strong).
Borax, ammonia, turpentine, tripoli, whiting, scouring powder, wax.

General method:

Use a circular motion for cleaning.
Always wipe with a *damp* cloth.
Scour with frictional material.
Wash, rinse, wipe dry.

Rub with the grain to dry.

Avoid — Too much water.
Dirty water.
Leaving wood wet.
Leaving corners wet.
Water and dirt in cracks.

Clean utensils and put them away.

Care of cleaning utensils:

To clean chamois:

Wash in gasolene, or soak in tepid water with mild soap or two tablespoons of ammonia to one quart of water.

Squeeze; do not rub hard.

Use a brush with gentle rubbing for stains.

Wipe off the *dirt.*

Rinse many times, reduce the ammonia each time.

Squeeze and pull into shape.

Dry in a medium temperature.

Stretch and pull gently until soft.

To wash dusters or cleaning cloths:

Rinse well and rub naphtha soap all over them; roll and stand in a little cold water one-half hour.

Rub spots until clean, rinse in cool water until free from soap, and hang (out of doors if possible) to dry.

To clean scrubbing brushes:

Rinse well and remove all threads, lint, etc.

Rinse in clean water and stand to dry on the side so the water will not settle into the wood.

Do not shut them up in a box or closet until dry.

Cleaning Woods

Unfinished wood:

Requires actual scouring to remove dirt from pores.

Special materials:

Small amount of liquid.
Frictional material, no soap. (Acids lighten the color, alkalies darken wood.)
Stiff brush.

Method:

Wipe with a damp cloth.
Scrub with a circular motion, to scour.
Wash and rinse.
Rub with grain of the wood to dry.

To remove stains:

Caused by rain, melting frost, flower pots, use oil or turpentine; if oak wood, use oxalic acid.
Caused by soot, which is greasy and insoluble in water, cover with dry oatmeal or sawdust, brush up, then use soap and water.

Finished wood:

The surface finish must not be broken; no scouring possible.

Materials:

Soft cloth.
Oil.
Weak soapsuds (must not dry on).

Method:

Clean only small portions at a time.
Do not use too much liquid.
Dry perfectly — AT ONCE.

Enameled woods:

Materials:

Hot water, weak ammonia, mild soap.

Method:

As for finished wood.

Stained wood:

Materials:

Oiled cloth, slightly damp.

Method:

Rub the surface hard.

Shellac or varnish:

Materials:

Avoid — alcohol, water, alkali (soda and ammonia).

Use — kerosene, with powdered tripoli for spots.

Method:

Use very light pressure.

Dry perfectly.

Natural wood:

Materials:

Turpentine for spots, oil for gloss.

Paraffin oil and turpentine once a year.

If dry and cracked, use kettle-boiled linseed oil once in two weeks till the color is restored.

When sun or great heat dries out finish, use frequent applications of kettle-boiled linseed oil, well rubbed in. Example, outside doors several times a year.

Method:

Remove spots.

Rub in the oil and turpentine and stand.

Rub well until dry.

Paint (colored paint wears off more quickly than white).

Materials:

Soft cloths.

Flannel for washing and rubbing.

Old knit underwear for rinsing and drying.

Skewers for corners.

Soap mild (strong soap turns white paint yellow in time).

Fine frictional material, whiting, or fine commercial powders.

Kerosene is very good; but used too often will turn white paint yellow.

Warm, clear water.

Two basins.

Methods:

Wet a cloth in clean soapy water and wring nearly dry.

Rub the paint, and if this does not remove the dirt use a fine friction.

Rinse well with clear water and dry.

Change the water often. Do not try to clean with dirty water.

When using kerosene, moisten the cleaning cloth with kerosene and rub the paint until clean.

Wipe dry with another cloth.

Leave the windows open until the odor is gone.

Waxed surfaces:

Must be kept polished.

Clean with turpentine or kerosene on a cloth.

Replace the wax and rub well.

Water allowed to stand on a waxed surface makes BLACK spots.

Hot water takes off wax.

Cleaning Windows

Need:

Children handle them; there is danger from contact.

Dust and condensed vapors interfere with light.

To avoid the necessity of frequent cleaning:

Ventilate the house while cooking or washing — the gases and steam will escape before condensing.

Dust the window panes daily.

Utensils:

Skewers, cotton flannel cloths, cheesecloth, chamois, crumpled paper.

Materials:

Bon Ami, plus water or ammonia water or alcohol.
Whiting, plus water or ammonia water or alcohol.
Water with kerosene (two tablespoons of kerosene to a pail of water).
Kerosene (good polish in winter).
Soapsuds, plus much rubbing and rinsing (apt to leave the glass cloudy).
Alcohol (in winter).

Method:

Brush the blinds or screens.
Dust the panes.
Clean the woodwork (use skewers in the corners).
Oil the woodwork if necessary (protect the glass from the oil).
Lower the outer sash far enough for the arm to go down outside; reach as far as possible.
Wash, rinse, dry, and polish; drop way down.
Raise the inner sash and from above clean the top of the outside.
Finish the outer sash from below; raise to position.
Finish the outside of the inner sash from below.
Clean the inside of both sashes.

NOTE:

There are two methods of cleaning the glass:
By the use of dry cleaners; use Bon Ami or whiting with water or alcohol.
Apply to the glass in an even paste.
Allow this to dry and polish the glass with soft chamois or paper.

Objection — the fine powder which flies over the furniture and stays on the window frames.

By the use of liquid cleaners. Use any of the materials as given above.

Dust, wash, rinse, dry, and polish as for any glassware.

Avoid:

Dripping water, it streaks the glass.

Soap, not rinsed off, makes glass cloudy.

Sun on the glass streaks the glass and is bad for the eyes of the worker.

Linty cloths.

Use:

Tepid water; cold does not dissolve the grease.

Especial care in corners.

For spots:

Fly specks — the smooth edge of a coin or alcohol.

Paint — turpentine.

Putty — scraping.

Whitewash — rub with vinegar.

MIRRORS AND PICTURE GLASSES

Dust well and often.

Protect the frames.

Clean with alcohol or ammonia water (use care not to let it run under the frame).

Dry carefully, polish with chamois or crumpled paper.

MARBLE

The finished surface keeps the marble looking well and partially nonabsorbent, — avoid friction, keep the surface polish as long as possible.

Use soft cloths and brushes.

If worn, scour gently with soft friction.

Spots:

For grease cover with Fuller's earth for twenty-four hours.

Avoid acids; they remove the surface.

To smooth use emery paper, powdered emery or pumice, and rub with a circular motion; finish with whiting.

CHAPTER XIII

TO OPEN AND CLOSE A HOUSE

Begin early to plan:

Calculate food supplies; reduce them to lowest possible terms.

Plan for the safety of the house and its furnishings.

Plan for the health and convenience of the family on return.

Consider the length of time the house is to be closed.

Consider the time of year, — winter, summer, or longer time.

Dangers to a closed house:

Fire:

Matches — leave only a few, in a tight metal box, in the front hall.

Electricity — safest to disconnect.

Gas — safest to disconnect the meter; leaks may occur and cause an explosion.

Spontaneous combustion — leave no piles of paper or old cloth.

Water supply:

Leaking faucets, splitting of brass pipes.

Freezing in winter.

Lead pipes sag and may leak; thirsty rats gnaw lead pipes.

Safest to shut off; do it yourself if it can be done in the cellar. Notify authorities if it must be done at the street.

Open all faucets and allow them to run when the water is turned off; this will drain the pipes. Be

careful to have a pail under the waste pipe near the shut-off so that the water will not run into the cellar when the cock is closed and the pipes drained.

Waste pipes:

The water seals in the traps evaporate if left unused a long time (two to four weeks). To PREVENT, flush and cover with oil (olive or lubricating oil); this will also prevent mosquitoes breeding in the water.

Water seal freezes. To prevent, disconnect the fixtures and plug the pipe, or displace the seal with oil, glycerine, or molasses.

Roof leaks:

Walls and furnishings spoiled. Have inspection made before leaving a house for a long time.

Dampness:

Mildew on fabrics.

Rust on metals.

Corrodes silver.

Avoid by CARE in regard to all source of moisture.

Squirrels (great danger in summer camps).

They make nests in mattresses, clothing, rugs.

Leave no open spaces for entrance.

Cover the chimney top with a weighted board or a canvas cap.

Hang clothing and bedding over lines.

Birds, mosquitoes, flies, bats (also troublesome in camps).

Cover the top of the chimney and any other openings.

Burglars:

Store silver outside of the house.

Leave no food about the house.

Store very valuable fabrics outside the house.

Post burglar insurance.

Leave open shutters on each floor.

Explain the situation and the position of things to the policeman on the beat or to observant neighbors.

Insects, vermin:

In furnishings and fabrics.

Woodwork and mattresses.

To prevent, — leave no dirt, crumbs, or food supplies about the house. Protect all fabrics as carefully as possible. Allow the sun to come into the house.

Special care should be given to:

Heaters:

Clean, remove all ashes, free pipes, etc., from soot.

Oil with lard, or in case of furnace, paint outside surface.

Take furnace smoke pipes down. Prevents rusting, also prevents petty thieves from building fires.

Furniture:

Cover from the dust.

Pictures:

Cover on the wall.

Expensive glassware (for a long absence):

Wrap, mark, pack in a box or barrel.

Books on open shelves:

Cover with paper which folds over and behind each row of books.

Lighting fixtures:

Dust and cover.

Brasses:

Andirons: Polish and wind with cloth or paper.

Curtain poles: Wind with paper.

Small pieces: Desk sets, etc., wrap separately.

Iron fixtures or andirons:

Rub with oil.

Furs:

Cold storage is economy. Moth eggs cannot hatch.

Fabrics:

Linen, cotton, table linen, bed linen, clothing, curtains — clean, not starched, preferably not ironed.

Woolen: blankets, clothing, and underwear — air thoroughly, clean, free from grease. Hang where the sun can come in, separately in an open place, cover with sheets, or in cotton or tar bags on lines across a room. Pack in boxes lined with newspapers, in a cedar chest or closet, or wrap each piece in newspaper, mark, and pack with gum camphor or moth balls in tight drawers or trunks.

Rugs:

Clean, roll and cover, or spread on newspapers and pile with papers between, cover with cotton or newspaper. The newspapers should be folded over the edges. Rolled rugs should be raised from the floor on chairs or tables.

Carpets:

Thoroughly clean, roll with camphor or a substitute.

If left on the floor, vacuum clean, remove tacks, and powder the edges with camphor or insect powder.

Mattresses:

Cover the springs to prevent rust. Raise the mattresses from the springs and cover with sheets.

Pillows:

Hang by the corners from a line and cover or put in tight bureau drawers.

Shades:

Brush and wipe free from dust. Roll close and cover with paper. If it is desirable to leave shades at the windows, use old ones if possible. The sun will fade and change the color and rot the fabric.

ACTUAL CLOSING

Examine the plumbing.
Examine all food storage places.
Leave everything clean and dry, free from crumbs, free from food.
Dispose of all fat.
Protect soap and matches from mice.
Allow some light in each room, preferably at the top of the window.
Close the windows and doors on the lower floor with shutters if desirable.
Admit air by dropping a window a few inches at the top and fasten with brass bar.
Leave the windows on the upper floors unshuttered and, if possible, with old shades or white cotton to keep out the strong sun.

INVENTORY

Make three lists of everything in house.

	Useful for — Insurance.
Owner.	Burglary.
Caretaker.	Accident.
Inside the house.	

Insurance:

Have fire and burglar insurance. Enlist service and interest of policeman on the beat.

Keys:

Family, caretaker, policeman (if desirable).

TO OPEN A HOUSE (short absence)

Have fires built before your arrival if possible.
Open every window.
Turn on the water in the cellar. Open the faucets.
Open the windows in the cellar.
Flush every trap in the house.

Dust the woodwork and floors.
Open the beds.
Uncover articles of furniture.
Unpack the bedding — air, dry, sun.
Unpack silver, etc.
(Use of lists apparent.)

TO OPEN A HOUSE (long absence)

Connect all pipes and meters, electricity, gas, and water.
If plumbers are necessary, notify them ahead of time and make an appointment for the hour of arrival or have the caretaker attend to it. Proceed as after a short absence.

CHAPTER XIV

HOUSE INSPECTIONS

BEFORE RENTING OR BUYING

Study:

The sunshine plan. Do you get the sun in the rooms when it is most important?

Arrangement of rooms. Are they pleasant to live in, comfortable to work in, light, easily cared for?

Examine:

The underpinning, leaders, blinds, and fastenings.

Paint — inside and out.

Ceilings and floors.

Doors — the knobs, stop knobs, sticking doors, locks and keys, door screens.

Heat, plumbing — kind, condition, failure to heat certain rooms completely? Effectively?

Windows — cords and fastenings. Screens.

Gas burners — tips and shades.

Registers — screens and closings.

Skylights — look for signs of leaks.

Cellar — air, light (day, evening), walls, stairs, floors, dampness, screens.

Position of fuel, refuse, furnace, size of coal bin.

Position of meters and shut-off cocks (water, gas, and electricity).

Consider:

Whether the results of the inspection on the whole make it wise to hire, or whether conditions are so bad that constant discomfort would result. Balance every advantage with every disadvantage.

Whether the conditions are so unfavorable that the cost of repairs would make the cost of purchase prohibitive or unwise.

SEASONAL HOUSE INSPECTION

Spring:

Painting inside. Papering.
Kalsomining ceilings. Whitewashing cellar.
Floors and other wood finish.
Glazier work.
Carpenters' repairs — leaders, coal bin, doors, blinds.
Gas pipes.
Plumbing — drainage, faucets (new washers).
Disposal of waste — house and cellar.
Furnace — cleaning and repairs.
Carpets and rugs — mended and cleaned or replaced.
Curtains. Screens.

Fall:

Outside painting.
Chimney — mortar, top repointed.
Foundations, sills, steps.
Roof work — all leaks, shingles, tin, skylights, gutters.
Stove flues, clear.
Repairs on furniture.
Gas and plumbing — inspection for safeguard.
Replacing of furnace pipes. Inspection of radiators.
Mattresses renovated and window shades turned.
Window cords.

In some cases it does not matter whether repairs are made in the spring or fall; in other cases it makes a very decided difference either in cost, convenience, or permanence. For example:

Outside painting stands better if done in the fall.
Inside painting is less disagreeable if done in the early

spring, when the windows may be open: but before flies and insects are about.

Good records to keep:

The cost of materials and work for —

Papering (also the way of calculating the amount of paper required).
Carpentering.
Plastering, whitewashing, kalsomining.
Cleaning of heating systems and flues.
Mattress renovating.
Plumbing, drainage, gas fitting.
Floor finishing.
Painting, inside work.
Glazier work.
Outside painting.
Removal of waste.
Addresses of workmen who have proved satisfactory.

CHAPTER XV

SMALL REPAIRS, PLUMBING TROUBLES

SMALL REPAIRS

Provide a tool box containing a good hammer, screw driver, awl, wrench, small saw, nails, tacks, heavy scissors, wire, bit, chisel, and any other tools you require. Putty knife and glass cutter are useful.

In the absence of a "Handy Man" try what you can do yourself.

When you fail send for a carpenter.

Squeaking doors:

A drop of oil on each hinge will usually stop a squeak.

Sticking doors:

Avoid planing white wood doors. Shrinking and expansion continue.

Tightening the screws of the hinges will frequently stop a door from sticking.

Loose door handles:

Replace the worn screw with one slightly larger.

Locks:

Should be oiled frequently. Oil the key and turn it several times in the lock and the strikers will turn more easily. Tighten loose screws.

Holes in woodwork:

Fill with plastic wood, or sawdust and glue.

Gas fixtures:

Emergency leaks — detect with soapsuds, stop with sealing wax or soap. Do not look for gas leaks with lighted candle or match.

Sagging blinds:

Push back into shape. Screw on iron angles at the corners.

Glazier work:

May be done at home. Saves glass as well as money. Have glass perfectly level against the frame.

Masonry:

Temporary repairs may be made with Portland cement.

Window cords:

May be changed if proper pockets have been left in window frames.

Unscrew the protection molding and take out the weights. Change the cord, threading it carefully over the pulley. The weight nearest the room is for the lower sash. Take care that the new cords are the proper length and are not twisted. Replace the molding and screw it tight.

Rattling windows:

Remove the window fastening from one side and replace it just far enough back to bring the windows close together.

Screw the side moldings tight, and if the windows still rattle use small wedges at the side or between the sashes.

Sticking windows:

Remove the molding. Loosen the frame. Rub the frame with hand soap or paraffin and replace.

Window shades:

If soiled at the bottom remove from the roller and reverse; hem the top, tack the bottom on the roller, and use again.

Furniture:

To glue — remove all old glue from both surfaces. Melt the glue in a hot water bath; if too thick,

thin with vinegar, NOT water. Apply as thin a layer of glue as possible, to slightly warmed surfaces. FIT the edges together perfectly. Apply EVEN pressure and continue the pressure until the glue is dry. Leave the excess glue until dry; then scrape it off or soften with vinegar.

To refinish furniture — take off the handles or knobs. Remove the old finish by use of good varnish or paint remover and a scraper. Wash with gasoline.

Rub with sandpaper, first fine, then finer — finish with emery paper.

Apply reliable stain — then varnish or wax; when dry rub down again, using oil and pumice or very fine sandpaper.

When smooth, wax; rub vigorously to get a soft finish.

Replace the handles and knobs.

To paint furniture:

Remove the old finish as before.

Rub smooth and paint with several coats of paint or lacquer.

Do not add a second coat until the first is dry.

If paint is used, finish with a coat of enamel.

If the various coats of paint are carefully rubbed down with emery paper, the result will be a better finish.

Painting:

Buy ready mixed paints. Name color may be untrustworthy; test before using. Thin with turpentine (carefully). Stir from the bottom with a stick. Keep stirred as you use it. Remove the loose hairs from the brush. Work back and forth to loosen the the hairs. If hairs come out while painting, remove them at once from the painted surface. Too wide a brush spreads paint unevenly. Saturate the brush; then remove all the paint possible. Take the last

stroke with the grain of the wood. Protect other surfaces with thin sheet of metal or pasteboard. Dry each coat PERFECTLY before the next is put on. Start with a clean, smooth, dry surface, dusted and free from grease.

Wall paper:

Paste down loose corners. Save surplus paper for patches.

Fade patches before pasting.

If paper is faded, but not torn, paint with cold-water paint (kalsomine); it is inexpensive, easy to apply, not durable, will not wash, but can be renewed.

PLUMBING TROUBLES AND REMEDIES

Water Hammer

If there is a water hammer or banging in the pipes, extend the supply pipes above or near the faucets in the lower story. These extensions or air chambers should be one and a half or two feet long. A water hammer in a lead pipe strains the pipe and gradually bulges it until it bursts. If a water hammer returns after extensions are put in, shut off the water at the stopcock inside the cellar wall and drain the water from the pipes. When the water is let into the pipes again, the air chambers will be filled with air and once more effective.

Dripping Faucets

Old-fashioned ground cocks can be repaired only by replacing the faucet. Compression cocks may have leather, fiber, or rubber washers renewed. Shut the water from the faucet, either by a special cock near the faucet or, failing, that at the cellar. If it is a hot-water faucet the supply of water from the tank must be shut off. When water is shut off in the cellar, there will be

water which will drain from the waste pipe; see that it does not injure anything.

Unscrew the top of the faucet with a wrench if necessary. Unscrew the spindle and draw it out; unscrew the washer from the bottom of the spindle and replace with another washer. Provide half-inch and five-eighths of an inch washers for various size faucets.

Ball Cocks

The inlet of a modern water-closet tank is regulated by a ball cock and float. The ball float rests on the surface of the water, and when the water is at its highest point the ball has closed the cock and the water is shut off.

Leakage through a ball cock is often slow and hardly noticed, but is costly and should be remedied.

The washer may be worn and allow the water to trickle through, or the rod which connects the ball with the cock may become bent with the upward pressure of the water. In this case the water finally reaches the level of the overflow before it is shut off. If inspection shows this to be the case the rod may with care be bent back to its proper position. If the rod is straight, and there is still an overflow, the cause is probably either a worn washer or some foreign substance between the washer and the metal. Shut off the water; take off the rod, which is usually held in place on the spindle of the ball cock by a cap screwed over it. Remove the spindle and clean or replace the washer. If the float is submerged the ball itself probably leaks; if it is a copper ball the water may be drained out and the hole soldered. This sort of leak can be stopped temporarily by tying up the ball to keep it above the water line.

The outlet of a modern tank is regulated by a stopper

which is lifted when the chain is pulled. This stopper may be a soft rubber ball or a flat valve.

In the type of tank which has the rubber ball as stopper there is sometimes trouble due to the catching of the wire which holds the ball or to the fact that the ball itself becomes worn or soft and does not slip into place easily. In this case the water continues to flow into the flush pipe until the ball is pushed down into position. When this trouble appears, it is evident from the rushing sound, and the amount of water which pours into the closet bowl. These balls are easily obtained and replaced without hiring a plumber.

NOTES:

In using caustic potash solution in the pipes of a porcelain or porcelain-lined sink, care must be taken not to let the potash come in contact with the porcelain as it will eat into the finish.

When planning the plumbing in your own house insist that every faucet or toilet fixture have a shut-off near it, controlling the supply of water to that faucet. This makes a water famine all over the house, because of the disability of any one fixture, unnecessary.

CHAPTER XVI

GAS AND ELECTRICITY AS HOUSEHOLD ASSISTANTS

GAS

USED FOR COOKING, LIGHTING, AND HEATING

Cooking:

Top cookers and ranges.
Safe, comparatively clean, quick heat.
Should have connection with ventilator.

Lighting:

Satisfactory when used with "mantles."
Cleaner than oil or candles.
Fixtures must be stationary or leakages occur.
Less convenient than electricity.
Consumes oxygen, and rooms require careful ventilation.

Heating:

Supplementary heaters:
Effective for quick heat.
Consume oxygen, deplete the air.
Flexible connections, unsafe (leakages).
Furnace heat: still expensive to operate
satisfactory.

Refrigeration:

Very satisfactory.
Cost of operation small.
Constant improvements coming into market.
Almost noiseless.

To Read a Gas Meter

Gas is measured by the cubic foot, and the charge is for each thousand cubic feet. The number of cubic feet is recorded on the index, which is in dial form on the front of the meter.

In reading always take the last figure the hand has passed and read the numerals in sequence, beginning with the highest dial. If the pointer is between two numbers always take the smallest number.

It is never necessary to reset a meter index; when the pointer on the highest dial reaches zero all the pointers revert to zero and the index resets itself.

Take a reading each month as near the time when the company reads as possible. Keep a record of the readings and deduct the amount from the next reading. The difference will represent the amount of gas consumed during the period between readings and your bill for the month can easily be checked.

ELECTRICITY

Electricity is used in the household to produce heat and power. Most electrical appliances are labor-savers.

Especially desirable:

When service is difficult or impossible to obtain.

When service, though inexpensive, is unsatisfactory.

When the family prefer the privacy of life without service.

When the strength of the homemaker is limited.

When the homemaker is also a business woman.

Strain and heavy work is reduced by electrical equipment, but less of the homemaker's time is saved than by competent service.

Electrical equipment saves the time of the worker, when used intelligently.

Expense:

Original outlay, cost of operation, cost of maintenance.

A fairly complete equipment of household appliances can be purchased and operated for one year at a cost about equal to the net cost of employing one maid during an equal period.

Operating costs are comparatively high for water heaters, ranges, radiators, electrically heated ironers.

Medium for toasters, percolators, grills, flatirons.

Low for motor-driven appliances — washing machines, refrigerators, food mixers, pumps, etc.

Choice: Should be governed by answers to the following questions:

Will its use save time or money or labor?

Will it produce a better result?

Will its care require more time than its use has saved?

Has it quality which will endure?

Did the manufacturer have faith enough in it to put his name on the label?

Will it be possible to replace parts and obtain repair service conveniently?

Is it the right voltage and fitted for the type of current supplied?

Use and care:

Read instructions with each appliance.

Follow instructions carefully.

Terms in Use

Current: Electrical energy.

Two kinds: Direct current, known as D. C.

Alternating current, known as A. C.

Know the type supplied in your district.

See that apparatus is right for type of current supplied.

Heating appliances may be used on either type of current.

Power appliances are usually adjusted to one type.
Universal motors may be used on either.

Electric circuit: Complete circle of metal which includes power supply, lights or appliances, a switch and connecting wires.

Each house has a main circuit and branch circuits.

"Short circuit" occurs when two parts of a circuit come in contact with each other. The current goes from one wire to the other at the point of contact and does not complete the circuit as intended. *Result:* Wires heat, fuse blows out, appliance stops operating, lights go out.

Make yourself familiar with the different circuits in your wiring. When there is no chart of the circuits, turn on all the lights and unscrew one fuse after the other, noticing which lights go out as each circuit is broken. Keep a record of these tests and you can easily tell which fuse must be replaced if one burns out. Such a record also saves the time of an electrician who makes repairs.

Fuse: Porcelain cup, brass contact in center, has a wire connection which melts at low temperature, rated by number of amperes of current they will carry without melting.

Placed at entrance of main circuit and entrance or exit of each branch circuit. *Warning:* Do not use fuse rated in excess of current allowed for the circuit. Consult your electrician if in doubt.

Excess of current: Melts the wire connection, breaks the circuit, and turns off current.

Fuses melt before the circuit wire becomes overheated.
Protect the appliance from burning out.
Give warning of trouble.

Safety from fire often depends upon the melting of the fuse wire.

Do not repair blown-out fuses by the use of a penny or other metal; they will not melt and the fuse no longer protects from fire.

When a fuse burns out there is a cause for it, and if that cause is not apparent to you an electrician should be asked to find and remedy the cause.

You may replace the fuse temporarily and have the use of the lights. If the wires were short-circuited the new fuse will blow out, but that will do no harm. It is well to keep several new fuses in the box for emergencies and to discard at once all old fuses.

Remember, if you cannot account for the burning out of a fuse, you should have in an expert who can do so and remedy the cause, not simply replace the fuse.

Wiring: See that wiring is done in accordance with Underwriters' Code and city or town regulations.

Wires must be heavy enough to carry current necessary for appliance demands.

Provide floor and base outlets; do not depend upon lamp sockets for appliance connections.

Pilot lights call attention to appliance connections which are not disconnected.

Special wiring must be provided for an electric range. The necessary current is too heavy for lighting circuits.

Cord: Two well-insulated wire cables or single wires which complete a circuit when attached to appliance or lamp at one end and a plug in an outlet at the other end.

Watch the insulating cover on all cords; do not try to use a broken cord.

A break inside the insulating cover will shut off the current.

Do not step on cords, or bend them sharply by hanging over a single hook.

Wet cords may cause short circuits and blow out a fuse.

Remove base plugs by pulling the plug, not the cord.

When closing a house, disconnect all cords at floor or baseboard outlets.

Switch: A device which completes a connection and cuts off or supplies current to a circuit, a lamp, or an appliance.

Open the entrance switch on main circuit:

When closing the house for even a few days.

When working on the wires.

When replacing fuses.

Voltage: Measure of electrical pressure.

Voltage varies in different communities, but is usually the same over all lines of one company.

Purchaser of lamps or appliances should know voltage furnished in his community.

110 volts usual for lighting circuits; 220 volts usual for range circuits.

Do not use apparatus requiring more voltage than is supplied by your wiring.

Ampere: The measure of electric current.

The voltage and amperes are usually marked on appliances.

The voltage times the amperage = the watts which the appliance will use in one hour.

Watt: The measure of electrical power or energy.

The number of watts marked upon apparatus indicates the amount of electric energy the appliance will use in one hour.

A kilowatt hour is 1000 watts burned or used one hour.

Electricity charges are for the number of kilowatt hours used.

To read the meter, read the dials as from a gas meter (in kilowatt hours instead of cubic feet). Record meter readings in order to find the amount used in a given time or by a special utensil.

ELECTRIC LIGHTING

Bulbs: Keep bulbs free from dust.

Change bulbs when they begin to dim and glass darkens.

Nitrogen-filled bulbs give more and better light than regular bulbs; original cost is more.

To Reduce the Cost of Electric Lighting

Reduce the wattage of your lamps to the smallest amount which will give satisfactory light. Two 25-watt lamps are usually as effective as one 60-watt lamp. A 40-watt lamp is frequently possible instead of a 60-watt lamp in a small room. For close work a 25-watt lamp will give as good results as the larger ones and 15-watt lamps can usually be substituted for the larger ones in passageways, closets, and toilet rooms.

POWER APPLIANCES

Driven by motor:

Vacuum cleaners, washing machines,[1] ironers,[2] refrigerators, dish washers, sewing machines, food mixers, fans.

Motors — three types:

Universal (will work on either current).

Induction (will work on alternating current).

Direct current.

Motors which are not universal are marked A. C. or D. C. to indicate type of current required.

Motor should be on Underwriters' approved list.

[1] Washing machines, *see* page 170. [2] Ironing machines, *see* page 174.

Use and Care:

Oil according to laboratory directions.

Use type of oil specified by manufacturers.

Protect from moisture, dust, and careless handling.

When a motor whirs and does not turn, the current should be turned off, and the cause discovered and repaired.

Power appliances require more current to start them than to keep them running.

Lights will flicker when power appliance is connected.

If other appliances or many lights are being used on the same circuit, starting a motor may overload the circuit and burn out the fuse. Prevent this by disconnecting other appliances and turning some of the lights out until the motor has run for a few minutes.

To Estimate the Cost of Use of Electric Appliances

Multiply the wattage given on the appliance by the number of hours you estimate that the appliance will be used each month. Divide this total by one thousand to find the number of kilowatt hours, and multiply by the amount charged per kilowatt hour.

If the wattage is not printed on the appliance, it may be found by multiplying the amperes by the volts.

ELECTRIC REFRIGERATION

Principle involved:

Absorption of heat by changing a liquid to gas.

Gas again cooled, compressed, and changed to liquid.

Compressor run by electric motor.

Thermostatic control — current automatically turned on and off by changes in temperature.

Advantages:

Great convenience.

Even cost of operation, usually less than ice refrigeration.

Minimum amount of care (no drains to clean).

Efficient preservation of food; reduces the necessity for small quantity buying.

Sanitary, pure ice water available. No refuse from melting ice.

No waiting for delayed supply of ice.

Choice of manufacturer and type:

Choose refrigerator of standard manufacture, serviced in your neighborhood.

Compare service with that offered by other manufacturers.

Consider refrigerator unit and box complete or refrigerating unit installed in own icebox. (This does not pay unless icebox is well insulated and in good condition.)

Motor and compressor may be in the box or installed in basement.

The same motor and compressor may be connected with refrigerating coils in two boxes, *i.e.* kitchen and pantry.

Type of model important; consider:

Degree of refrigeration possible, air currents, and control of temperature.

Room space available — location of motor and compressor.

Depth, height, width of refrigerator.

Necessary food capacity. Do not purchase too small a model. Safe to choose at least one size larger than you think you need.

More food stored than in icebox.

More space required as foods keep longer.

Arrangement of shelves important; study different

models for convenience and direction of air currents.

Use:

Cover all food which is to remain in the box more than three or four hours.

Use covered utensils or heavily waxed paper to wrap meat, bread, fruit, or vegetables.

Store vegetables and fruit on the top shelf; a covered utensil keeps them moist and crisp.

Berries in jars or covered boxes.

Ice creams must be beaten once or twice while freezing; mousses and parfaits will freeze smooth without beating.

Care:

Oil according to directions.

Wipe shelves and lining if food is spilled.

Defrost as required.

Open the doors only when necessary.

Report any odor to service man.

Keep a thermometer in the refrigerator; have the service man make adjustments if the temperature runs too low or too high; 40° to 45° Fahrenheit safe range.

VACUUM CLEANERS

Types:

Air cleans by suction alone.

Brush fastened to nozzle: cleans by suction, brush separates the pile.

Brush driven by a motor: surface dust brushed loose, removed by suction.

Brush revolved by contact with surface: dirt removed by suction.

Brush driven by motor has beating motion: deep dirt loosened and removed by suction.

Choice:

Choose size and capacity suited to need and money available.

Avoid heavy cleaner for light work.

Small cleaners often more desirable than attachments furnished with large cleaners.

Do not purchase out-of-date models which cannot be serviced or provided with new parts.

Use:

Do not move cleaner too rapidly.

Use speed recommended by manufacturer.

Clean bag often (always when one fourth full).

Care:

Store away from dampness and heat.

Do not wash the bag.

Do not use a brush on inside of bag.

Clean the brushes each time they are used.

Oil according to directions.

Do not twist or kink connecting cords.

Rub the metal castings with a dry cloth to remove dust and retain polish.

DISHWASHERS

Types:

Water forced through pipes, sprayed on to dishes.

Paddles rotate, throw water over dishes.

Water covers dishes, forced over surfaces.

Use:

Breakage prevented by careful packing of dishes.

Efficiency depends upon force of water.

Water softener used in jet and paddle machines.

Soap reduces force of water.

Important: Scraping dishes.

Position of dishes in racks.

Temperature of water.

Care of washer.
Oiling the motor.
Most useful and time-saving if used only when racks are completely filled. (Once a day for small family.)

Care:

Keep motor dry and oiled as directed.
Wash and scrub screens at least once a week; clean with hot soda solution.

FOOD MIXERS

Small — adapted to light mixtures, eggs, soufflés, etc.
Large — stationary: Table installation.
Many attachments.
Beat, knead, mix, turn freezer.
Cupboard below table for storing utensils and attachments.

Care:

Keep motor dry.
Do not dent or bend attachments and accessory utensils.

HEATING APPLIANCES[1]

(For Table Use)

Toasters:

Keep free from crumbs.
Use care not to break wires.
Wipe nickel surface with damp cloth.
Polish with dry cloth.

Grills:

Wipe surface with damp cloth.
Use cloth dipped in table salt to smooth rough spots of cooked food.

Waffle irons:

Oil before using the first time.
Preheat ten minutes.

[1] For Electric Flatirons, *see* page 172.

Add shortening to batter to prevent sticking.
Waffles will stick if iron is not hot enough.
If batter is too thin.
If batter is too sweet without enough shortening.
If not cooked enough.

Care:

If waffles stick hopelessly, cool the iron and brush the griddle with very stiff brush, do not wash the griddle.
Use additional shortening or oil slightly before using again.
Leave iron open until cold.
To keep nickel surface bright, cover and shut it away from steam.

Electric percolators:

Choose percolator with fuse or automatic switch to protect against overheating if water boils out.

Care:

To clean inside — fill with strong solution of baking soda, boil five minutes.
Repeat with clean water. Rinse well with clear hot water.
Do not stand the percolator in water.
Avoid wetting the heating element.
Wipe the outside with damp cloth.
Polish with soft, dry cloth.

CHAPTER XVII

PROGRAM OF WORK

It is better to have a plan which will cover the important work and break it than to work from hour to hour heedlessly, attending to every non-essential which thrusts itself forward.

Objects:

Time saved for leisure and social life with the family.
Strength conserved.
Accomplishment of essentials, elimination of the unimportant details.

Methods:

Consider all methods.
Choose the best for your purpose.
To do satisfactory work.
Get good results with the use of the least time and a reasonable amount of strength.
Flexibility and simplicity are necessary to success.

Program for homemaker:

Daily routine.
Plan definite time for care of small children.
Order of work rather than hours for the work.
Allow for interruptions.
Make program for maids and self.
Weekly program should include:
Hours of work.
Special work each day.
Free time.

Daily program:
Hours for regular work.
Hours for special work.
Free time.
Season's program, month or more:
Vary week's program to fit special seasons.
Special work planned definitely by weeks.

Programs for homemaker or maid should be:

Practical, filling requirements, setting a standard.
Considerate of self, needs of the children, family, maids.
Adaptable, to unchangeable conditions, as wood, coal, gas, or electricity for fuel.
to emergencies, — weather, market supply, no water.
to changing conditions, — lack of service, new utensils, new facts.
Insistent on essentials, promptness, cleanliness, order.
With recognition of
Family: habits, duties, number.
House: arrangement, size, age of building.
Number of workers.
Conveniences, or the lack of them.
Time required for each task.
Ingenious, make conditions help, eliminate careless habits and poor conditions when possible.

Programs for helpers:

Must include consideration of:
The Golden Rule.
The human element.
The number of working hours.
The free time — (not broken into). Time spent subject to call is not rest or free time.
Extra pay for extra work.
54–58–60 hour week?

The best way to find out what can be done is to try to do it in the time allowed.

Lines of travel should be considered:

Maids —

Kitchen — sink, stove, storeroom, table, refrigerator, pantry, utensils.

Cellar — kindling, coal, wood, ashes.

Laundry — tubs, wringer, lines, stove, ironing table.

Dining room — dishes, kitchen, sink, serving table.

Family —

Bedrooms — closets, dresser, windows, bed.

Living rooms — tables, chairs, ornaments, other rooms.

PROGRAM HINTS FOR HOMEMAKER

For early hours:

Dust the dining room, air downstairs rooms, sweep the piazzas.

After breakfast:

Sweep the dining room, arrange the bedrooms, dust the living rooms, clean the bathrooms, do the special work of the day.

General rules:

Each member of the family should have a share in the house duties, no matter how slight. Upon its execution should depend the comfort, in some measure, of the family as a whole.

Work done at night will not have to be repeated in the morning when hours are crowded.

The breakfast table may be set and covered, and the living rooms put in order and aired, the last thing at night.

PROGRAM HINTS FOR COOK AND SECOND MAID

The following programs for cook and second maid are suggestive only.

Individuals must substitute as needs require.

Cook's Program

Cooks and serves meals.

Attends to left-over food.

Responsible for cleanliness and order of: refrigerator, pantry, storerooms, basement stairs, kitchen, back porch, toilet.

Time spent doing personal laundry should not be counted in the hours per week.

May plan her work as she chooses, but should arrange definite days for each part of the cleaning.

Waits on table when second maid is away.

Alternates with second maid in answering doorbells evenings.

Has one afternoon and evening free each week.

Has every other Sunday afternoon and evening free.

Suggested Program for Cook's Cleaning

Monday:

Mop kitchen and laundry floors.

Tuesday:

Clean refrigerator.

Put storeroom in order.

Wednesday:

Clean pantry and put it in order.

Thursday:

Clean back porch and toilet.

Clean basement stairs.

Friday:

Put refrigerator in order.
Clean her own room.

Saturday:

Clean gas and coal ranges.
Clean and put kitchen in perfect order.

Sunday:

Arrange to do only necessary work.
All possible Sunday cooking to be done Saturday.

SECOND MAID PROGRAM

Responsible for waiting on table, care and order of dining room, living room, bedrooms, halls, bathrooms, table silver, china.
Wash and iron table napkins and doilies.
Answer doorbells and telephone.
Prepare bedrooms for the night.
Sweep front piazza and steps.
Cook and serve meals when the cook is away.
Alternate with the cook in the evening, answering doorbells.

Suggested Day's Program for Second Maid

Before breakfast:

Air living rooms and put them in order. Dust polished surfaces.
Set table.
Serve breakfast.
Eat own breakfast.

Note: In many households the maids prefer to eat their own meals before the family meal is served. The maids' meal time should be adjusted to the convenience of the individual household, but ample time must be allowed.

Clear table.
Wash dishes and dish towels.
Leave dining room and pantry in order.
Make beds.
Do necessary dusting of floors in bedrooms and halls.
Put bathrooms in order.
Dust living rooms.
Do special work for the day (ironing — cleaning silver).
Set table for luncheon.
Eat own luncheon.
Serve luncheon.
Wash dishes. Leave everything in order.
Definite resting time.
Answer bells.
Prepare dining room for dinner.
Serve dinner and clear away.
Eat own dinner.
Leave dining room and pantry in order.
Prepare bedrooms for the night.

Suggested Program for Special Work for Housemaid

Monday:

Count and put up flat work for laundry.
Thoroughly clean the bathroom.
Wash doilies and napkins.

Tuesday:

Ironing.

Wednesday:

Clean the bedrooms (it may be necessary to divide the rooms and thoroughly clean half of them alternate weeks).

Thursday:

Clean silver — afternoon out.

Friday:

Clean living rooms and halls.

Saturday:

Wash and iron necessary napkins and doilies.
Clean pantry.

Sunday:

Do only necessary work.

PROBLEMS FOR HOMEMAKER

The paths you take in your work or occupation of a room are lines of travel.

Sketch your kitchen and dot in the lines of travel.
Could they be shortened?
Without expense?
With expense?
Would time and strength be saved?
Do they cross?
Can that be avoided?
Consider speed in work and convenience.

Sketch your bedroom and living room.
Dot in the lines of travel.
Do they cross?
Are they unnecessarily long?
Will moving furniture shorten them?
For the occupants?
For the caretakers?
Consider — closets, clothing, doors, chairs, bed, and dresser, tables, lights, windows.
Consider — convenience, beauty of arrangement, restfulness of appearance.

CHAPTER XVIII

HOUSEHOLD PESTS

FLIES

Breeding places:

Garbage pails, barn cellars, open privies, manure heaps, pig pens, decaying fruit.

Prevention:

Elimination or regular disinfection of all possible breeding places (one gallon water to two pounds iron sulfate or two and a half pounds dry sulfate sufficient amount to disinfect the manure from one horse).

Careful screening of all houses and stables.

The storage of manure in dark well-screened rooms or tight cement pits.

The spreading thin of all manure when taken from these pits.

Close screening or inclosing of all open privies (see Farmers' Bulletin #463).

Frequent emptying of garbage cans.

Complete burial or burning of all decaying animal or vegetable matter.

Remedies:

Insect powder:

Sprinkle freely all about the room at night, close the room tight, and in the morning sweep up the stupefied flies and burn them.

Fly paper:

Tanglefoot or poison paper effective — the latter dangerous if children or pets can reach it.

Commercial sprays: convenient, inexpensive, effective.

Special care:

If flies cannot be kept out —

Protect food by screens, covers, boxes, etc.

Thoroughly screen or cover all garbage until it can be burned, buried, or otherwise safely disposed of.

Thoroughly disinfect or burn excretions of patients suffering from typhoid fever or other intestinal disease. In such cases ask for and carry out special instructions from the Board of Health or Physician.

MOSQUITOES

Breeding places:

Common mosquitoes:

Water in traps or toilet utensils which are not used frequently.

Roadside pools, sewers, rain barrels, tin cans, any receptacle which contains stagnant water.

Malarial mosquitoes:

Edges of creeks, brooks, ditches.

Prevention:

Drain or fill all pools of stagnant water.

Cover the surfaces of water which cannot be drained with oil or kerosene.

Where pools cannot be drained or oiled, stock with fish.

Empty all buckets or barrels frequently.

Screen all water barrels with fine mosquito-proof wire netting.

See that no empty cans or boxes are allowed to stand open to catch water in yards or dumping places.

Remedies:

Use a mixture of two ounces oil of citronella, one ounce of oil of cedar, one ounce spirits of camphor, on the

hands, face, and ankles. Mix the liquid with white vaseline and it will be effective longer.

Catch mosquitoes on the screens in early morning or on the ceiling at night.

Use commercial sprays freely.

Screen house and cellar windows, doors, and porches; use very fine wire and cover the whole window if possible.

Adjustable screens are nearly useless for mosquitoes.

MOTHS

Destroy woolen, silk, or cotton materials according to kind of moths.

Eggs are laid on material which serves as food to larvæ when they hatch.

Prevention:

Clean perfectly, brush, and hang in the sun and air — to be sure there are no eggs or larvæ on the clothing.

Store in sealed boxes or moth-proof bags or seal in newspaper and tie in cotton bags.

Cold storage effective but expensive.

Facts to remember:

Strong odors of camphor, cedar, moth balls, etc., do not kill moth eggs or larvæ.

If eggs are shut in with clothing, moths will hatch and eat the material.

Garments worn frequently are less liable to be eaten than those left undisturbed in a dark closet.

Sunshine and air are the best protection against moths.

Spraying with benzene will kill any eggs or larvæ.

Carbon bisulphide or gasolene in an uncorked bottle shut into a tight box or trunk is protection for clothing in the trunk.

BUFFALO BUGS

Dangers:

The injury is from the larvæ, which are brown and hairy, grow rapidly, eat voraciously, and destroy much material.

Prevention:

Is difficult if they are once in a house.

Spray walls and cracks with gasolene, wash floors and shelves with gasolene or kerosene (both are inflammable — beware of flame).

Remedies:

Care for and protect clothing as from moths.

Eliminate carpets as far as possible.

Lay pieces of soft wool on closet floors and trap the larvæ. Examine the cloths every day.

Buffalo bugs are more likely than moths to eat clothing which is in use.

FLEAS

Remedies:

Spray floors and rugs with commercial spray, benzine, or gasolene. (Do not allow any flame in the room.)

In bad cases remove floor coverings and wash the floors and rugs with strong soapsuds.

ANTS

Source:

Nests in decaying wood or in earth near the house; tracks to the house may often be found. They gather in sweet foods and fats, and on greasy pans and dishes.

Remedies:

Strong oil of sassafras around each dish of food or at every crack where they can come in.

Kerosene oil in the crack where they enter will drive them away.

Tartar emetic in sirup, exposed in small dishes where the ants are eating, is often effective.

Strong powdered cloves will often drive them away.

The tiny red ants or emmets are frequently swarming all over food, tables, and utensils before they are discovered.

They travel in procession and their point of entrance can usually be traced.

Wash the shelves where they are found with scalding water and wipe with a kerosene cloth — repeat frequently.

The giant black ants and the smaller black ants may be driven away by the use of strong oil of sassafras or commercial poisons.

Eternal vigilance is necessary.

BEDBUGS

Source:

Chance contact in street car, travel, clothing, bottom of baskets or bags.

May be part of an army traveling from house to house.

If one is found, look carefully for others and repeat the examination at intervals of two days until convinced they are gone.

Remedies:

Kerosene, gasolene, or commercial compounds (BE SURE there is no flame about), spray into cracks and wipe all surfaces. Repeat several times, with intervals between.

Boiling water is effective when it will not injure the furniture.

Corrosive sublimate solution is good, but is poison;

be careful not to leave either tablets or solution where children or pets will get them; bottles should be plainly marked and put away.

COCKROACHES

Breeding places:

Plumbing, damp cellars, or closets.

Remedies:

Sprinkle borax or "roach powder" freely wherever they come. Replace whenever it is washed or brushed up. No remedy is very successful as long as there is dampness. Stop up cracks; replace damp decaying wood with dry wood and fresh paint.

RATS AND MICE

Prevention:

Stop up all holes and cracks with broken glass and cover with sheet metal.

Cover all food, have no crumbs of food about.

Remedy:

Use a trap, set with cheese, near the wall and close to the hole of entrance. Traps are useless if there is other food obtainable. A good cat is usually the best trap.

Use poison if there are no pets about.

MOLDS

Spoil food, disfigure fabrics, cause musty odor, are indicative of dampness.

Prevention:

Good drainage, dry air in the house and cellar, dry refrigerator.

Remedies:

Keep food cold, covered, and dry.

Scald storage utensils and dry in the sun.

Fresh air and sunshine failing, start fires long enough to dry the air in the house and prevent the growth of molds on fabrics.

WEEVILS, MOTHS, BEETLES, WORMS

Source (in house):

Cereals already infected when purchased, old or imperfectly cleaned storage boxes.

Prevention:

Careful watching and quick removal of any infected cereals. Tightly closed boxes or jars for storage of cereals.

Remedies:

The careful cleaning of all storage utensils.

Throwing away of infected material.

SILVER FISH

Destroy paper, linen, starched clothing, wall paper, paste, book bindings.

Breed:

In cracks and damp dark corners, especially in old houses.

Prevention:

Keep places aired and dry.

Remedy:

Commercial sprays and frequent washing of shelves, drawers, and dark cupboards.

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